S 027.7 N14/a

	9.0						A free
	*	i e					
	े के इंट						
). !						
		, si					
91.							
*	3 52	*					
			, and the second				
*			* # 19				*
		l st		*			
	·						

STATE DUDY 1869

annual report

1968/1969

III DE ETY

montana state university

Montana State Library

3 0864 1004 2314 7

MONTANA STATE UNIVERSITY LIBRARY Bozeman, Montana

Annual Report July 1, 1968 - June 30, 1969

INTRODUCTION

As this marks my final report as Director of Libraries, I am taking a backward glance. When I became head of the Library in 1947. the total budget was \$39,460 and the Library's holdings were less than 100,000 volumes. For 1969/70 the budget is \$531,050 exclusive of federal funds, and the collection numbers 492,493. For 1947/48 there were five fulltime professional librarians and the equivalent in student help of about one fulltime person, plus one fulltime non-student. For 1969/70 there are $16\frac{1}{2}$ professional librarians, 5 technicians, 22 fulltime clerks, 8½ student assistants in FTE, plus about 3 CWS students in FTE. The Library has become a depository for AEC, NASA and WHO. In 1947 the Library occupied the second floor of the administration building; in 1969 it occupies its own modern, attractive and functional building which is used to capacity during the regular session. The Library has made more progress in the past 22 years than in the 50 years before that. But this was due, not to the Library administration so much, as to changes in financial and social conditions. Two of the head librarians who preceded me were outstanding but they operated in periods of deep financial depression which seriously hindered the development of the whole institution. The growth attained by the Library during the last 22 years has laid a firm foundation on which the librarians of the future can build a far better and more diversified service than has been possible hitherto.

READERS' SERVICES

The weeding project, initiated to precede the L.C. reclassification, has been able to keep ahead of the latter. At this time, not all material is being reclassified. If it does not appear to be much used, it is being shifted to storage in the east wing, and will not be reclassified until the rest of the project is completed.

The changing of the reserve books to a basement location brought problems of staffing. There was not nearly enough help to cover the two desks, but it is anticipated that this will be provided next year. Our regular shelvers return the reclassified books to the shelves, and this has entailed quite a bit more work. As a result shelf-reading has been neglected. Adding to the problems in circulation was the fact that we had a bad winter with a great deal of illness.

Although take-home circulation increased only slightly over last year, the daily pick-up of materials used in the Library and left on the tables increased by 36% over last year. This fact, added to the observation that the Library was frequently full, especially in early evening, indicates growing use of the facilities.

A committee of reference librarians made a study of circulating policy for certain types of material. As a result, the location of many items was changed, quite a number being transferred to Special Collections. Various other procedures were considered and amended or continued.

The reactice of purchase, by a committee of the reference staff, of interdisciplinary materials was so successful that a somewhat larger budget was allotted this year. A further increase is contemplated for next year.

We had hoped to make a start on automation this year, but staff changes in the computer center have caused postponement.

Discussions have been held with our Film and TV Department regarding the production of a film for library orientation. Work on the script should begin during the summer of 1969 and we hope that the completed film will be available for fall 1970.

This spring a student from the School of Librarianship, University of Washington, came here to do her field work. She was interested especially in general reference and the curriculum library and her visit proved to be rewarding for all of us. We hope that we may have future field workers.

ARCHIVES

During this year one of our reference staff has spent approximately half time working in the Archives. A large amount of material had come in but had simply been stacked up since there was no one to organize it. Mr. Pibel spent a good deal of time getting acquainted with the material already organized, determining procedures and objectives and bringing some order out of the chaos of more recent deposits. He assumes the newly approved position of Archivist on July 1, 1969 and will attend a workshop in Denver during the summer.

In the summer of 1968 we had two scholars working in the M. L. Wilson area of the Archives, and it became evident that more time must be devoted to organizing and administering all of the University's Archives. Hence the Archivist's plans are to inventory and index those we already have; to update the list and index of Experiment Station bulletins and circulars; to index the student paper, The Exponent; to begin a bibliography of the publications of faculty members; eventually to develop a name and subject index for the entire collection.

Meantime, Miss Wilson, who has actually retired but likes to keep her hand in, continued to work on the printed and mimeographed archives and on pictures. A large collection of the latter was turned over to the Archives in 1967 and Miss Wilson spent a good deal of time organizing and arranging them. As a result of the University's 75th Anniversary celebration in 1968, various categories of material were systematically gathered together. One of these was a card roster of all faculty members from 1893 to 1968. As departmental lists are checked and approved they are turned over to the Archives, where they will eventually be reorganized into an alphabetical list for the entire University. The histories of the several departments will also be turned over to us.

SPECIAL COLLECTIONS

This year it seemed essential to pause and process material already received. Therefore very few trips were undertaken. Even so, material continued to come in, some of it of extreme importance. We also acquired a number of tapes of oral history. Some news

releases were written, including five somewhat longer stories of important acquisitions.

Microfilming of the Yellowstone National Park archives through 1918 continued under a grant from the Hill Family Foundation. We expect that this project will be completed by Christmas 1969.

TECHNICAL SERVICES

The L.C. reclassification moved along satisfactorily this year and a lot of the revision has been done by a catalog technician, thus relieving the professional in charge, who has in turn been able to pay more attention to the serials department, which he also supervises. Mathematics, astronomy and physics reclassification were completed this year.

The serials fund was drastically increased this year to take care of the information explosion and inflated prices. Some changes have been made in subscription agents. The serials department also undertook to make sure of completion of sets that come out in parts.

In spite of the addition of another fulltime clerk, acquisitions was hard put to keep up with the orders. Some reorganization and streamlining have helped. Also some of the catalog department clerks have helped in acquisitions as they were able to.

The catalog department also was pushed because of the absence of one of the professionals on quarter leave in the spring.

However they had ample technician and clerical help and this year

one of the reference librarians worked there half time. Additional federal funds added a considerable amount of work for technical services, but they were very welcome for building up the collection in areas where it was deficient.

ADMINISTRATION .

Due to a rigid interpretation of certain legislative action, we were unable to do anything in the way of installing lights or moving partitions. This is hard on librarians, who love to move things! In one area we got around the problem by installing stacks as a partition.

The reclassification clerks were moved to the third floor, where they were much closer to the shelves they were working on.

Two of the archives persons were then moved over to the area vacated by the above clerks, thus providing more space for the first floor reference librarians in their office.

During the next year, the building is to be air-conditioned, a development badly needed because of the heat generated by the high intensity lighting on the second and third floors. Also probably during fall quarter, the fourth floor will be partially completed to accommodate our Archives and Special Collections.

The appointment of an Archivist will be of great help to us, but we are still deficient in fulltime clerical help, especially in acquisitions and circulation.

STAFF

John Roland resigned to head a community college library in Wyoming. In January 1969 Arthur Carey and Richard Luce joined the reference staff. Mrs. Lucille Thompson was promoted to head reference librarian. Assusual, there was a heavy turnover in the clerical staff.

Staff involvement in professional and community organizations continued. Miss McClain served on the WICHE subcommittee on medical libraries for Montana and on the MLA Library Development Committee. On campus she is chairman of the Student Union Board. Miss Ridenour is chairman of the Technical Services Division of PNLA. Mrs. Ewing is chairman of the Circulation Division of PNLA, chairman of the Constitution Committee of MLA and on campus is vice president of the local AAUP chapter and member of the curriculum and instruction subcommittee of the Faculty Policy Advisory Committee. Mrs. Haight is chairman of the College Division of PNLA and Miss Paugh is a member of the PNLA Bibliography Committee. Miss Stephens is a member of the Faculty Policy Advisory Committee.

Miss Heathcote served as chairman of the Traffic Appeals

Committee, and as a member, ex officio, of the Library Committee;

she also served as secretary of the Bozeman Symphony Society. The

Montana Library Association chose her as Librarian of the Year for

Montana and presented her with an honorary life membership in the

Association. The Pacific Northwest Library Association made her

an honorary life member.

CONCLUSION

The university suffered a sad loss in the death on June 18, 1969 of President Leon H. Johnson. He had been especially interested in the Library and its development and had given us every encouragement. We shall miss him, and the inevitable period of uncertainty until a new president is chosen will be difficult. Fortunately, the Acting President is also a friend to the Library and during his incumbency will undoubtedly follow President Johnson's plans.

Lesley M. Heathcote .
Director of Libraries

APPENDIX A

Statistics

Cataloging Statistics	
Number of volumes cataloged	16,253
Number of cards filed	40,076
Circulation Statistics	
Circulation of general books and records	79,810
Circulation of reserve books	70,167
Temporary charges and newspapers	6,278
Interlibrary loans made by MSU	799

Material circulated from reference desks	$\frac{7,058}{164,112}$
Pick-up	325,022
Books borrowed from other libraries	726
Miscellaneous Statistics	
Number of periodicals titles received	4,495
Total library holdings	492,493
Exchange of duplicates Received Sent	141 1,821
Serial pieces checked in	35,556
Documents checked in	19,750
Xerox copies made (pages)	218,672

APPENDIX B

Some Important Serial Completions

American Anthropological Association Memoirs, Index to the China Mainland Press, International Association for Hydraulic Research, New York Times, American Fisheries Society Transactions, American Journal of Nursing, Archiv der Mathematik, Astrophysical Journal, Chemical Society (London) Annual Reports, Dial, Genetics, Geological Society of American Memoirs, International Review of Experimental Pathology, Journal of Child Psychology, Journal of Comparative and Physiological Psychology, Journal of Consulting Psychology, Journal of Physiology, Journal of Politics, Journal of Psychosomatic Research, Journal of Scientific Instruments, Mathematica Scandinavia, Nineteenth

Century Fiction.

APPENDIX C

Library Staff as of June 30, 1969

Professors

Lesley M. Heathcote

Director of Libraries

Associate Professors

Alice McClain

Associate Director and Head of Factors' Services

Alice M. Ridenour

Assistant Director and Head of Technical Services

Assistant Professors

Mrs. Marjorie F. Brister

Mrs. Helen M. Ewing

Mrs. Audrey Haight

Mrs. Eva M. Hays

Richard W. Luce

John L. McDill

Minnie E. Paugh

Marian G. Stephens

Mrs. Lucille Thompson

Acquisitions Librarian

Circulation Librarian

Catalog/Reference Librarian

Catalog/Reference Librarian

Reference Librarian

Serials/Catalog Librarian

Special Collections Librarian

Documents Librarian

Head Reference Librarian

Instructors

Arthur E. Carey

Mrs. Helen Dresen.

Mrs. Margaret Mackin

David M. Pibel

Reference Librarian

Reference Librarian $(\frac{1}{2} \text{ time})$

Reference Librarian

Reference Librarian

Library Technicians

Mrs. Sandra Horpestad Serials

Mrs. Carolyn Nelson Cataloging

Mrs. Margaret Cwens Cataloging

Ione Parker Reference

Mrs. JaneStanton Reference

~ . 1



ikstoniksininksininksinaksioniksioniksioniksioniksioniksioniksioniksioniksioniksioniksioniksioni

MONTANA STATE UNIVERSITY LIBRARY

BOZEMAN, MONTANA

ANNUAL REPCRT

July 1, 1966 - June 30, 1967

INTRODUCTION

Approximately half the year was taken up with the construction work necessitated by completion of the second and third floors, by moving and reorganizing the collection. and by installation of the new furniture and stacks.

Construction was to have been completed before school opened the end of September but as everyone knows who has had anything to do with buildings the schedule was away off. In the event, we moved in early November. Meantime we were faced with many problems largely relating to the safe-guarding of the finished part of the building. Workmen couldn't care less who getswhere! In addition, there was no architect continuously on the job and consequently many problems came to the library staff that should have gone to the architect. This situation is probably inherent in any building that is finished in different phases at different times.

The contractors were reluctant to have us move when we did, for the work was not completed. But we had to choose a time when limited availability of the Library would not be too. hard on our students. We encouraged the students to check out ahead of time whatever books they thought they might need, and we maintained service on reserve books. Cur main problem was with the carpet layers and as it worked out the stack erectors were breathing down their necks. The first

and second floors of the Library were closed for two weeks and the third floor for nearly a week longer. Another problem was availability of help for the move. We had planned to employ students, and had the move taken place in late September, as it was supposed to, we would have had no trouble. As it worked out we had difficulty getting help except in one- or two-hour stints.

The furniture manufacturer had a fire in his plant and therefore our order came late. It was the end of January before delivery was made, but then it was assembled and placed very expeditiously.

The whole collection was rearranged, with humanities on the first floor, ocial sciences on the second, and science and technology on the third. As the three reference desks would not be staffed continously, the reference books formerly kept behind the one desk we had been useded out and all but a very few were put out in the reference collections which were in open stacks on each floor.

No sooner was the building completed than the students flocked in in drower. At times every seat was taken. We do have a serious problem however, in that lands available procheded our installing the planned six conditioning system. At a consequence the building becomes very lot. High intensity lights on the second and third floors generate 250,000 BTU's an hour and as our cleaning is done at night, the lights are on a good share of the 24 hours.

Dur microfilm camera and with the help of a grant from the Hill Family

Equadation we began microfilming the archives of Yellowstone National

Park. These are intact and with the completion of the project we shall have a very good collection of historical source material on the Park. Cur original Hill Family Foundation grant terminated the end of May, but as we are now allowed to keep our fine money, we are devoting most of this income to the historical collecting project.

This year we funded our phonograph record collection and accordingly ceased to make any charge for borrowing. Use of this facility has increased enormously. We have a small portable player with earphones, which is used to some extent but probably not as much as it would be if it were more privately placed.

Exhibits in both the court area and the lounge have continued to interest many people. Several thesis projects of Master's degree candidates in art have been shown in the Library. In addition there have been traveling exhibits and also local ones.

The leave based on the eighth quarter policy has long been a problem and this kind of contract is being phased out. However those who came on this basis cannot be forced out of it and there are still several on the library staff. A new sabbatical plan is under consideration by the Board of Regents.

READERS' SERVICES

Much of the year was taken up with planning for the move and the essential reorganization arising therefrom. By June everything and everyone were pretty well shaken down into place.

The tallying of reference questions was discontinued as it was agreed this had no real meaning.

Suddenly the reference staff had four desks to cover instead of two.

Some of them had to be covered only part of the day and the information desk was closed entirely. It is hoped that next year members of the Technical Services staff may be able to help with the information desk. This is really needed for it is located near the main catalog and many students do not know how to use this facility.

Many more bibliographies and literature searches were conducted this year and a larger number of bibliographic lectures to advanced classes were given. As reference now has a clerk-typist on each floor and two technicians for the department, the professional staff has been able to devote more time to professional work. Steady work has been done on acquiring material relating to water resources and use; next year a larger reference fund will enable us to build up the reference collections in humanities and social sciences.

Additional machines for reading microfilm were acquired and these have received increasing use.

Hitherto a number of document periodical titles have been checked in the serials file, but it was decided these should be handled in the documents section. It has taken a fair amount of the Document Librarian's time to check this and so far over one hundred titles have been transferred. There will probably be as many more again.

The archives continue to be something of a problem. Until we are able to afford a fulltime archivist, the work on them will be more or less hit and miss. At present a retired member of the library staff works on it part time. As next year marks our 75th anniversary, for which departmental histories are to be written, we foresee a lot of

use of this collection.

To help in the use of the collection, we began the duplication of our subject catalog by Xerox and the appropriate parts are going on each floor. These are being arranged and filed by the reference department. This project will be completed early in the new academic year it is hoped.

Plans for next year include reactivation of the liaison system whereby each professional librarian is responsible for working with several departments to help them make better use of the Library and its services. This scheme was originally begun in the early 1950's but pressure of increased enrollments and lack of staff forced its discontinuance. Another plan is to assign a fund to the reference group on each floor to begin the long-needed filling of interdisciplinary gaps in the collection.

The Curriculum Library continued to develop and has been much used.

Circulation was slightly down this year—which may be accounted for by the partial closing of the Library in November and its over-heating in the spring.

TECHNICAL SERVICES

Our head cataloger was on leave spring quarter, which naturally slowed down the work. This, combined with a shortage of help in the catalog department, is putting some phases of the work seriously in arrears. Beginning in the fall we plan to classify new material under LC instead of DC. As soon as we can hire a reclassifier we shall commence changing our present collection.

The catalogers had worked on the annotation of LC schedules to incorporate all changes. On June 30 there was a small fire in the head cataloger's office caused by a short circuit. As a result part of this work was destroyed.

When the phonograph record collection was started, the records were listed in the simplest fashion. When we found how much they were being used, and so began to buy more, better entries became imperative. These changes were about half completed during 1966/67.

Hospital libraries were not visited this past year but it is hoped that they can be next year.

A technician and another clerical will be added to the catalog staff next year.

Acquisitions had some additional funds last year; the basic grant under the Higher Education Act was encumbered before the end of June 1966, but the material dribbled in all year. In addition, other departments obtained extra funds from various sources which they turned over to us for the purchase of books.

Searching for out-of-print books has been growing more effective all the time and we were able to obtain a number of items that had been outstanding for many years.

As of necessity, our purchase of paperbacks has been increasing and these have been bound by Hertzberg-New Method in either plastic or light weight cloth. There is a need for our mender to canvass the stacks systematically to locate items needing repair but she does not have the time. The shelvers and serials clerks help some but more

could be done with more mending help.

In the serials department, reorganization was continued, and everything was pretty much under control by June 1967. However, far too much clerical work is still done by the professional librarian in charge. In 1967/68 we plan to add a technician to the staff who could take responsibility for such things as entering invoices. More funds were available for binding, and thanks to a new and better contract, a great deal more was done at proportionately less expense. The serials librarian thought that efficiency would be improved by installation of a manual Revo-File and this was purchased. Transfer to the new file has not yet been fully accomplished. Two new rotary files were set up, one for each of the two new floors. Finally, a new edition of Periodicals Currently Received was issued.

ADMINISTRATION

In order to duplicate our subject catalog as described above, a second Xerox 914 was installed in November and additional help hired. Before the end of June we were able to finish the permanent quarters for the copy service and to move machines and operators into it. Later it will be carpeted. All orders are handled in this place which has taken a lot of pressure off the Director's Office.

The supplies, which are handled out of the Director's office, have increased so much that it was necessary to have shelves erected in the work rocm off the secretary's office. Over the years we have finally been able to put on a schedule both the ordering and the distribution of supplies.

STAFF

Mrs. Constance Piccioni, our acquisitions librarian since 1957 will leave during the summer of 1967 and Mrs. Marjorie Brister will be promoted to this position. Mrs. Brister's place as serials librarian will be filled by Roberta Ward, one of the reference librarians. John Roland will be hired for reference in place of Miss Ward.

Our library science courses for teacher librarians, which are under the School of Education, will again be taught in 1967/68 by a qualified person, Mrs. Helen Dresen. She will be assigned half time to reference.

Miss McClain served as President of the Pacific Northwest Library
Association; Miss Ridenour was vice-chairman and chairman-elect of the
PNLA Technical Services Division; Mrs. Ewing is vice-chairman and
chairman-elect of the PNLA Circulation Division, and was a member of
the MLA Constitution Committee; Mrs. /udrey Haight was vice-chairman
and chairman-elect of the PNLA College Division; Mrs. Margorie Brister
was on the MLA Constitution Committee; Minnie Paugh served on the PNLA
Bibliography Committee and was co-chairman of the MLA Academic
Libraries group. Miss Heathcote compiled a 20-year index to Montana
Libraries. In addition to professional association work, all members
of the professional staff were involved in campus and community activities and responsibilities.

CONCLUSION

By the middle of winter quarter we were able to accommodate about 1,000 persons. As our strongest collections are in the sciences and technology, our third floor accommodates far fewer readers than do

either of the other two. It will not be long before expansion into the third floor, east wing (now inactivated) will be needed.

We also badly need the reserve book room in the north basement, and also the fourth floor, where we plan to put our university archives and special collections.

Lesley M. Heathcote Director of Libraries

APPENDIX A

Statistics

Cataloging statistics				
Number of volumes cataloged	9,881			
Humber of cards filed	30,539			
Inculation Statistics				
Circulation of general books & records	69,743			
Circulation of reserve books	60,429			
Tomporary charges and newspapers	7,521			
Interlibrary loans made by MSU	660			
Material Lirculated from reference desks	10 902 149,255			
Pich-up	185,736			
Interlibrary loans from other libraries	559			
Miscellaneous Statistics				
Number of periodical titles received	5,278			
Total library holdings	436,537			
Exchange of duplicates				
Received	511			

Sent	3,390
Serial pieces checked in	36,063
Documents checked in	15,895
Xerox copies made (pages)	189,565

APPENDIX B

Some important serial completions

Aristotelian Society. Proceedings Arnold Arboretum. Journal Cancer research La Cellule Chemical Society. Journal Federal Tax reporter Helvetica physica acta Journal of atomic sciences Journal of general psychology Journal of physiology North American review Philosophical review Philosophy and phenomenological research Société entomologique de France. Bulletin Société mathématique de France. Bulletin Southern literary messenger U.S. Dept. of the Interior. Bibliography and historical index of American Indians

APPENDIX C

Professional Library Staff as of June 30, 1967

Associate	Professors
Alice	McClain

Professors

Mrs. Constance Piccioni Alice M. Ridenour

Lesley M. Heathcote

Associate Director and Head, Readers' Services Acquisitions Librarian Assistant Librarian & Head, Technical Services

Assistant Professors

Mrs. Marjorie F. Brister Mrs. Helen M. Ewing Marian G. Stephens Serials Librarian Circulation Librarian Documents Librarian

Director of Libraries

Instructors

Mrs. Audrey J. Haight Tsai Hsu Mrs. Margaret Mackin Minnie Ellen Paugh Mrs. Lucille Thompson Eva M. Tilton Roberta J. Ward Reference Librarian
Reference Librarian
Reference Librarian
Reference Librarian
Reference Librarian
Catalog/Reference Librarian
Reference Librarian

Professor Emeritus
Doris E. Wilson

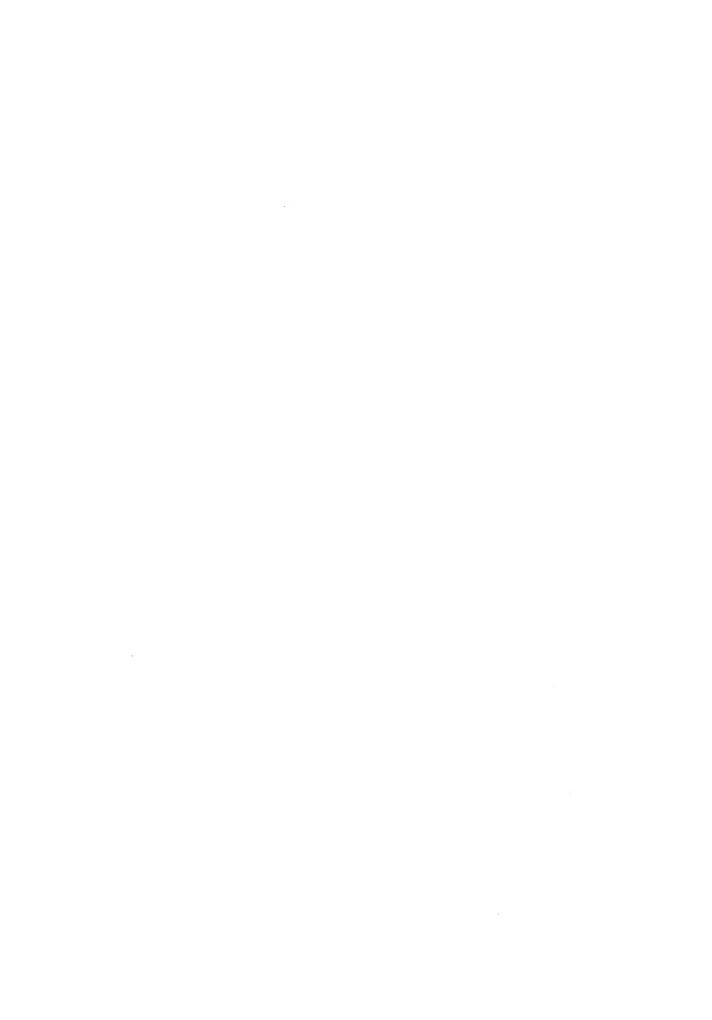
Library Technicians

Mrs. Donna Brown
Ione Parker

Reference Reference

		120	





A N N U A L R E P O R T 1964/65





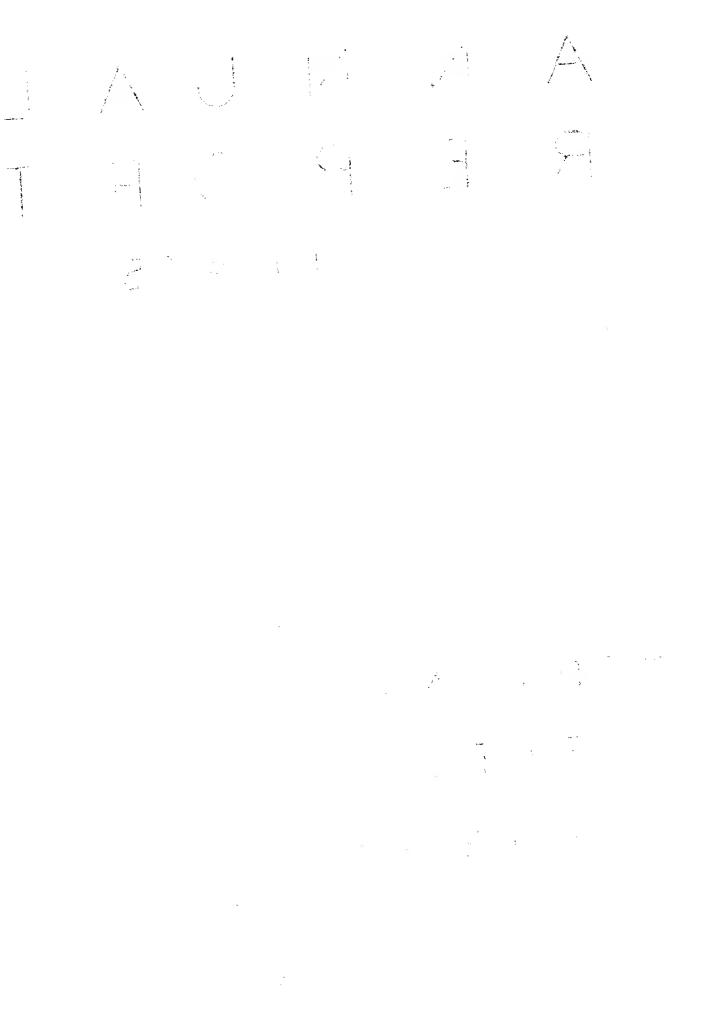








UNIVERSITY



MONTANA STATE UNIVERSITY LIBRARY At Bozeman

ANNUAL REPORT

July 1, 1964 - June 30, 1965

INTRODUCTION

The increasingly heavy use of the Library is reflected to some extent in the statistics given in Appendix A. No more of the building has been completed, but the finishing of the second and third floors and the south basement and the remodeling of the first and second floors of the east wing were authorized by the 1965 legislature. We expect that this will be done during the year 1965/66 and our already beautiful building will be enhanced by the opening up of the other floors on to the central court. It will also of course give us a great deal more space, and will enable us to put our divisional reading room plan into effect. It will also make possible the beginning of the reclassification project, if funds can be found for it.

Over \$200.00 was taken in for phonograph record rentals, which enabled us to make substantial increases in the collection. A gift of some \$30.00 helped also. A small committee of the staff makes the selection and we encourage requests from our public.

The collection of Montana historical source material has been very successful and many excellent things have come our way. In most cases the owners will only lend it to us, so there has been a good deal of Xeroxing and microfilming. We have worked closely with the State Historical Library, which has provided the necessary microfilming. We have acquired a tape recorder and hope that before long some interviews with pioneers can be arranged.

The result of the investigation of mechanization by various members of the staff appears to show that we are not yet big enough to make it financially feasible. So far, manual methods are satisfactory, and such additional services such as print-out that are available with automation, are not necessary to us.

The Library Court continues to be admired and appreciated. Displays of various kinds have been made there almost continuously during the year. This summer we had to thin out and cut back a number of the plants and there was much taking home of cuttings by the staff.

READERS' SERVICES

One measure of serious increased use of the Library is in the number of reference questions answered, excluding directional and other similar inquiries. This year the figure was 18,379 as against 8,521 in 1963/64. Material circulated at the reference desk increased from 7,381 in 1963/64 to 11,818 in 1964/65. Interlibrary loans borrowed remained the same, but items lent, or rather Xeroxed, increased by about 12%. This seems to indicate that we are gradually acquiring the research material most needed by our faculty and graduate students.

A great deal of University archival material was deposited with the Library during the year. When we have the proper quarters and a trained archivist, our special collections should be of considerable value.

With the approval and encouragement of the Graduate Dean, a series of special lectures were given for graduate students to acquaint them with materials in their fields available in the Library. Attendance was disappointingly low, although there is no doubt that something of the kind is needed. We have decided to revert to our former practice of only giving such special lectures on request of the faculty. Lectures on the use of the Library were given as usual to freshmen through the cooperation of the English department. When these were followed up by practical applications on the part of the English faculty, they were helpful. Unfortunately very few members of the English department carry through.

The curriculum collection has been reorganized and reclassified and much new material added. It is heavily used.

The circulation department was almost literally run off its feet this year. The situation reached such a crisis by December that other members of the staff had to help with the shelving until additional help could be trained. Fines increased \$400.00 for the year. This has had to be deposited to the University's general account but beginning July 1, 1965, fine income will be available for Library use.

TECHNICAL SERVICES

As no one was away on leave this year, it was possible to keep abreast of the flow of books. In addition a few state and federal document serials were cataloged. Most of these, however, are awaiting the new serials librarian who will come September 1.

The assistant cataloger is revising the subject authority file, a much-needed project.

Acquisitions had a busy year, but as no more funds were available this year than last, the situation was not as hectic as it might have been. However, it has not been possible to do much searching. The advent of the new serials librarian should ease matters considerably.

As usual, the serials fund dropped behind, but owing to failure of some departments to spend their full allotments for books, it was possible to cover the deficit. Next year's serial budget is consideralby higher and should ease the situation.

The binding was not completely satisfactory this year, and the prices were higher. The University of Montana at Missoula decided during the year to close down its bindery. Accordingly for 1965/66 binding will go to a commercial company at better prices and with promise of better service.

Again, we were unable to make much impression on the backlog of requests for files of journals. The research and completion fund was depleted to help the serials fund and those departmental book funds that were seriously deficient.

ADMINISTRATION

In July we acquired a Xerox 914 copying machine and this was placed under the administrative office. Preliminary estimates by the interested departments indicated a maximum of 500 pages per month. The first month we did 2,999 pages and for the full year we did 59,484 using 404 hours of operator time. Use of this service continues to grow to such an extent that we expect to average of 10,000 pages a month for next year.

The Library Secretary has had a good deal of bookeeping experience and has accordingly been able gradually to assume charge of the financial records, except for books, periodicals and binding which are handled in acquisitions. We are fortunate to have her, for the financial records and billing for Xerox have reached formidable proportions. There had been some talk of funding the Xerox operation, but experience has proved it impracticable.

Mutilation of books and periodicals appeared to reach a high point this year. I say "appeared" because there is no way of telling when the mutilation may have occurred, and the more serious attitude of the students may only now be turning up offences committed years ago. We were able to catch up with several offenders but I am not sanguine that this had much effect on others, although the disciplining of these persons was prompt and thorough.

On July 1, 1965 by act of the legislature this institution became Montana University, with the institution at Missoula becoming the University of Montana. Thus this State has fallen in line with practice elsewhere.

STAFF

Two professional staff members resigned at the end of the contract year. They were replaced by Tsai Hsu, with a library degree from the University of Portland, and by George R. Swanson, with a library degree from Kansas State College, Emporia. The new position of serials librarian has been filled by Mrs. Marjorie Brister, a graduate of the University of Washington.

Mrs. Audrey Haight is so close to the completion of her library degree that she has been accepted for faculty rank next year.

Mrs. Piccioni was on leave during summer quarter, 1964, and investigated automation of serials at the University of California at LaJolla. Mrs. Ewing and Miss Sample were both on leave in the summer of 1964, the former to check on circulation procedures, and the latter on a tour of European libraries. Miss Vivian was on leave spring 1965 and spent part of the time visiting other reference departments.

Miss Vivian was a member of the Essay and General Literature Index committee and served on the election committee of the local Phi Kappa Phi chapter; Mrs. Piccioni was state representative on the recruitment network for both ALA and PNLA and was a member of the MLA nominating committee and of the advisory council to the Montana Student Librarians. Miss Wilson was secretary-treasurer of the local chapter of AAUP and a member of the MLA Montana authors committee. Mrs. Ewing served as temporary secretary for the Montana conference of AAUP and was a member of the MLA constitution committee. Mr. Boone was a member of the program committee of the local AAUP chapter. Miss Heathcote was chairman of the PNLA reorganization committee, chairman of the MLA constitution committee, and served on the library development, scholarship and local history sources committees of the MLA.

Mrs. Ewing, Mrs. Piccioni and Miss Wilson attended the MLA conference in Anaconda and all took part in the program. Miss Heathcote attended the PNLA conference in Glacier Park. Mrs. Piccioni attended two Montana Student Librarians meetings, helped with the planning and was on the program.

Miss Stephens, Mrs. Piccioni, Mrs. Haight, Mr. Boone, and Mrs. Ewing took part in various community activities. Miss Paugh has done an outstanding job of collecting Montana historical source materials under our foundation grant.

LIBRARY COMMITTEE

Chairman Dr. Edward Anacker left on a year's leave, as did Earl Fellbaum. They were replaced by Dr. Irving Dayton (Physics) and Dr. Willis Vandiver (Education). Only one meeting was held.

CONCLUSION

Completion of the second and third floors will meet our seating problem for the foreseeable future. However special areas will still be badly needed, e.g.; reserve book room, photographic room and special collections room. We are hopeful that these can be completed within the next four years.

The incompleteness of the building affects the quality of service but thanks to the faithful work of the staff, it is still of high quality. We are grateful also to the University administration for understanding and support.

Lesley M. Heathcote Director of Libraries

APPENDIX A

Statistics

Cataloging Statistics	11 201
Number of volumes cataloged	11,301
Number of cards filed	34,454
Charles Chatinton	
Circulation Statistic	64,788
Circulation of general books	
Circulation of reserve books	60,110
Temporary charges and newspapers	10,712
Interlibrary loans	428
Material circulated from reference desk	11,818
	147,856
Pick-up	193,301
Books borrowed from other libraries	393
Miscellaneous Statisitcs	
Number of periodical titles received	3,645
Total Library holdings bound and unbound,	
cataloged and uncataloged	397,014
Exchange of duplicates	3717
Received	261
Sent	2,531
Serial pieces checked in	28,870
Documents checked in	20,955
	59,484
Xerox copies made	79,404

APPENDIX B

Serial Completions 1964/65 (Wholly or Partially Completed)

Harvey Lectures
Journal of abnormal ad social psychology
Journal of geology
Journal of sedimentary petrology
Psychological abstracts
Royal Society of London Proceedings
Wilhelm Roux' Archiv fur Entwicklungsmechanik der Organismen

APPENDIX C

Library Staff, as of June 30, 1965

Professors

Lesley M. Heathcote Marjorie E. Vivian Director of Libraries Associate Librarian and Head of Readers' Services Associate Professors

Mrs. Constance Piccioni

Alice M. Ridenour

Doris E. Wilson

Acquisitions Librarian

Assistant Librarian and Head of

Technical Services
Reference Librarian

Assistant Professors

Mrs. Helen M. Ewing

Marian G. Stephens

Circulation Librarian

Reference Librarian (Documents)

Instructors

Jon A. Boone

Minnie E. Paugh Louise M. Sample

Mrs. Lucille Thompson

Eva M. Tilton

Reference Librarian Reference Librarian

Reference Librarian (Documents)
Reference Librarian (Education)

Catalog/Reference Librarian

Library Technicians

Mrs. Audrey J. Haight

D. Ione Parker

Mrs. Mary Strickland

Reference Reference

Circulation

Clerks

Mrs. Beatrice Brooks

Ruth Chandler

Mrs. Donna Davis

Mrs. Mary Lou Davis

Mrs. Jean Freebury

Mrs. Alice Fryslie

Mrs. Pat Horton

Mrs. Adonna Hurst

Judith Leet

Marjorie A. Leigh

Mrs. Bettye Nyman

Mrs. Carleen Parker

Mrs. Margie Reid

Mrs. Ilah Shriver

Mrs. Lee Spring

Binding

Acquisitions

Reference

Acquisitions Cataloging

Secretary

Circulation (Part-time)

Circulation

Cataloging

Ciruclation and Xerox (part-time)

Bookkeeper and Book Orders

Circulation (Part-time)

Circulation (Stack supervisor)

Reference

Reference

APPENDIX D Library Committee

Dr. Willis Vandiver (Education), Chairman

Bethine Bigej (Home Economics)

Dr. J. C. Boyd (Dairy Industry)

Dr. Irving Dayton (Physics)

Dr. Eldon Dodge (Civil Engineering)

Dr. Harry Hausser (History, Government and Philosophy)

Karen Troy, Student

Lesley M. Heathcote, Secretary

•		

		ja .	

MONTANA STATE COLLEGE LIBRARY

1963-1964

AMYUAL

REPORT

MONTANA STATE COLLEGE LIBRARY ANNUAL REPORT

July 1, 1963 - June 30, 1964

INTRODUCTION

Use of the Library burgeoned this year. The increase was out of proportion to the increase in enrollment, so obviously the Library is being used intensively. Our spring was cold and wet and so the students studied instead of gamboling on the green. Because of the weather the building was comfortable. During June, the Office of Civilian Defence sponsored a fall-out shelter study on our unfinished second floor, and the humidity from this was so great that the cool weather was a godsend.

No more of the building has been completed and although the College

Administration has plans for completion of the second and third floors

and the north basement, these will depend upon the legislature for

fulfillment. Meanwhile we continue to encroach on the reading area with

stacks and the students experience more difficulty in finding seats. There

were no requests during this year for longer hours of opening.

During fall and winter quarters, the collections housed in the Botany-Bacteriology and the Zoology-Entomology departments were largely transferred to the Library. Other departments had complained of inability to get material after 5 p.m. and in point of fact, the two departments concerned needed the space. In making last year's stack shifts, the probability of this development was kept in mind, so that shelves were available for the transferred volumes. Only a few items remain in the departments.

Our record collection has proved very popular and we were able to buy some \$140 worth of records during the year from the receipts at 10¢ per record for a two-week loan. The collection was started from a 60-record gift from one of the big recording companies. The only drawback is that some students do not have players, and we shall not have listening rooms for some time, although they are planned for.

		· ·		
		i	1	

Our project to collect source materials on Montana's history, in cooperation with the State Historical Library, has made satisfactory progress, especially in Gallatin and contiguous counties. We were successful in obtaining a small foundation grant to further this work. Thanks to generous gifts from a number of friends, we have been able to acquire the Leggat collection of Montaniana, which supplements and complements our own archives.

One school on campus has been persistently asking for the last ten years for a branch library, with a professional librarian in charge. If this were combined in one building with another, similar school, there would be real reason for giving the request serious consideration. At present there are not a sufficient number of students in this school to justify it, nor do they have the room to house the complete collection.

During her quarter out of residence, Miss Ridenour checked into the feasibility and probable cost of changing from the Dewey to the Library of Congress classification. There are cogent reasons for doing so, but it is a long and costly process. A report was made to President Johnson, recommending that no change be made now, but that the project be kept in mind and be carried out before the Library's collection reaches 200,000 volumes. This means a start by the academic year 1967/68. Actually we must have more of the building completed before this can be begun.

Mrs. Piccioni's leave for part of spring and part of summer quarter is being spent in investigation of mechanization of acquisition procedures.

Miss Ridenour attended a workshop in June dealing with mechanization of cataloging procedures.

The Library court has been used almost continuously for displays by the Architecture and Art departments. In early December a half-hour program of Christmas darols was sung in this area by the student chorus. With some modification as to timing this could become a pleasant annual affair. The plants have grown enthusiastically and the philodendron cordatum especially is beginning to cover the outsides of the concrete planters.

			÷ ,
•			
	•		
			T
	•		
		*	

READERS' SERVICES

The circulation department was the place where use of the Library showed up most clearly in figures. Use of materials within the building was so great that before the end of fall quarter, the Library was virtually a shambles. There was insufficient help to pick up and shelve this material. Fortunately we were able to have a transfer from unused salary funds approved, and by this means, we got the tables cleared every hour between classes. Similar use continued all year long.

Because our building is not completed, material in the restricted stack, which is serviced by our loan desk personnel, is a long way from the desk. This is material that is frequently called for, but that would disappear if put on the open shelves. This situation adds a heavy burden to our desk assistants, and there is no vay of improving it until the north side of the basement is completed.

Gradually we are relieving professional librarians of clerical duties, but in the light of tight budgets, progress is slow. We now have one library technician and there is a real place for at least one more.

Reference questions were slightly down this year, but interlibrary loan requests continue to mount. Even though most requests are filled by Xerox copying, and are often now handled directly by the faculty man concerned, the reference librarians must verify all requests in advance. This requires much lengthy searching. The accuracy of bibliographical references in many journals, never high, appears to be deteriorating.

Requests for photocopies continue to increase even at 25ϕ per page on our Copease. With installation of a Xerox in July, they will probably go sky-high.

The reference librarians revised Orientation Leaflet #6 "Locating Biographical Information on Authors."

TECHNICAL SERVICES

Our head cataloger was on leave fall quarter and her half-time professional assistant was on leave spring quarter, which made things pretty 100

.4

.

.

rugged in that area this year. In addition, two of the acquistions clerks were out for extended periods because of major surgery.

In spite of these drawbacks the $1\frac{1}{2}$ catalogers completed over 9,500 books as well as performing many other chores. In acquisitions, an actual count was made of serials titles received which resulted in a change in statistics. Mending items were substantially increased thanks to having the equivalent of a full-time person working at this. Serials pieces checked in were up by over 3,000.

Limited funds prevented us from making much impression on our backlog of requests for completion of sets. This was the first year that we have been unable to fill all requests for subscriptions. This situation will continue for another year and after that we hope for more funds. A survey conducted this year at the request of our President, has indicated just how far behind we are and with these figures to justify our requests, we can hope for improvement in the future. The bulk of the increase in funds each year has gone into salaries. Although we recognize the prime importance of this, we must also admit that it has left us limping along insofar as operation and capital are concerned.

ADMINISTRATION

This year I compiled a library handbook for graduate students. It was largely based on the library handbook for the faculty and so did not entail as much work as others we have done.

During the construction years the associate librarian had assumed responsibility for supplies financial records and similar things.

This year these were brought back into this office, for she became acting head of reference in addition to her other duties.

Increased enrollment growth of the graduate division and greater emphasis on research have brought changes that have necessitated our taking second looks at some of our policies, and devising new ones.

This year I have met frequently with the department heads for discussion of such problems. When worked out, policies are brought before our monthly staff meetings. We have now grown to the point where discussion in full staff meeting is futile unless the problem has been thought out in advance by a smaller group and definite suggestions made.

STAFF

One professional member of the staff (a new position) left after only a month to our common regret. In her place we were fortunate in obtaining the services of a Montana librarian with varied experience. This was Mrs. Lucille Thompson, a graduate of Talladega College and of the University of Washington School of Librarianship.

Mrs. Audrey Haight completed her first quarter of library work at the University of Washington in the summer of 1963, and made an excellent record.

Eve Tilton was on leave spring quarter to complete the second edition of her book on microforms. Alice Ridenour was on leave fall quarter, as noted above and Mrs. Piccioni part of spring quarter.

Miss Vivian was a member of the <u>Essay and General Literature Index</u> committee. Mrs. Piccioni was Montana recruitment representative for both ALA and PNLA and was chairmen of the nominating committee of the PNLA Technical Services Division. She also served as secretary of the Montana Library Association. Mrs. Ewing was a member of the MLA constitution committee and was temporary secretary of the organizational meeting of the State AAUP. Miss Wilson was a member of the Montana authors committee and also served as secretary-treasurer of the local AAUP chapter. Miss Heathcote was chairman of the MLA constitution committee and also served on the MLA library development and scholarship committees.

Mrs. Piccioni and Miss Heathcote attended the PNLA conference in Yakima, and the same two and Mrs. Ewing attended the MLA conference in



Billings. Miss Ridenour attended the ALA pre-conference workshop on mechanization of technical processes at the University of Missouri.

Miss Heathcote attended the Pacific Northwest History conference in Bellingham, Washington. Her historical study on the Montana Arid Land Grant Commission was published in Agricultural History for April 1964.

LIBRARY COMMITTEE

The personnel remained the same except for a complete change of students.

No meetings were held—since none seemed necessary.

CONCLUSION

The next year will determine whether the Library is to grow as planned or whether it will be ever more crowded into the space we now have. Failure of the legislature to appropriate funds for completing more of the building will put us into a serious situation. Students are learning to use libraries at the elementary and secondary school levels and therefore we can expect ever more intensive use of the university libraries. Let's hope that we can meet our obligations.

We have had almost no problems here with high school students taking over the College Library. Quite a few years ago we foresaw the problem and a community committee worked out policies and procedures which are still being followed.

Lesley M. Heathcote Librarian



APPENDIX A

Statistics

Cataloging	statistics

Cataloging	5000150105	
Number Number Number Number	of volumes cataloged of analytics made of microfilms cataloged of cards filed of books recataloged or reinstated bound continuation titles cataloged	9,623 524 14 Titles 25,033 369 599
Circulation	statistics	
Circul Tempor Interl	ation of general books ation of reserve books ary charges and newspapers ibrary loans al circulated from the reference desk	53,790 52,322 8,296 375 7,381 122 164
Books	borrowed from other libraries	393

Miscellaneous statistics

Number of periodical titles received By subscription By gift and exchange	2,194 1,346 57
Number of newpapers	- 1
Number of volumes bound	2,533
Exchange of duplicates	
Received	173
Sent	563
Serial pieces checked in	27,906
Mending pieces	2,327
Documents checked in	24,233
Photocopies made (pages)	1,647

APPENDIX B

Serials Completions 1963/64 (Wholly or Partially Completed)

Advances in protein chemistry Geochimica Helminthological abstracts Institut Fourier. Annales Tsis Journal of Asian studies Journal of geology Journal of pathology and bacteriology Journal of the mechanics and physics of solids Matematicheskii sbornik New England quarterly Onderstepoort journal PMLA Royal entomological society, London. Transactions

Survey and mapping U. S. news (microfilm) Virology Zoological record

APPENDIX C

Library Staff, as of June 30 1964

Professors:

Lesley M. Heathcote Marjorie E. Vivian Librarian Associate

Associate Librarian & Head of

Readers' Services

Associate Professors:

Mrs. Constance Piccioni Alice M. Ridenour Acquisitions Librarian Assistant Librarian & Head of

Technical Services
Reference Librarian

Doris E. Wilson

Assistant Professors:
Mrs. Helen M. Ewing
Marian G. Stephens

Circulation Librarian

Reference Librarian (Documents)

Instructors:

Jon A. Boone
Minnie E. Paugh
Louise M. Sample
Mrs. Lucille Thompson
Eva M. Tilton

Reference Librarian (Science)

Reference Librarian

Reference Librarian (Documents)
Reference Librarian (Education)
Catalog/Reference Librarian

Unranked:

Mrs. Audrey J. Haight

D. Ione Parker

Mrs. Mary Strickland

Graduate Assistant in Reference Reference Assistant (Interlibrary loans and photocopy)

lst Assistant in Circulation

Clerks:

Mrs. Beatrice Brooks
Mrs. Jean Freebury
Mrs. Pat Horton
Mrs. Bonnie Hovland
Mrs. Adonna Hurst
Mrs. Sharon Icenoggle
Mrs. Lucille Lawrence
Mrs. Bettye Nyman
Mrs. Carleen Parker
Mrs. Sandra Peck
Mrs. Karen Printy
Mrs. Margie Reid
Mrs. Ilah Shriver
Mrs. Lee Spring

Mrs. Joyce Zablocki

Binding Cataloging

Circulation (part time)

Acquisitions Circulation Secretary

Mending (part time)
Bookkeeper and Orders
Circulation (part time)

Catalog/Reference

Serials

Circulation (stack supervisor)

Reference Reference Cataloging

-
i, as
*
di di

APPENDIX D

Library Committee

Dr. Edward Anacker (Chemistry) Chairman Bethine Bigej (Home Economics)

Dr. J. C. Boyd (Dairy Industry)
Dr. Eldon Dodge (Civil Engineering)

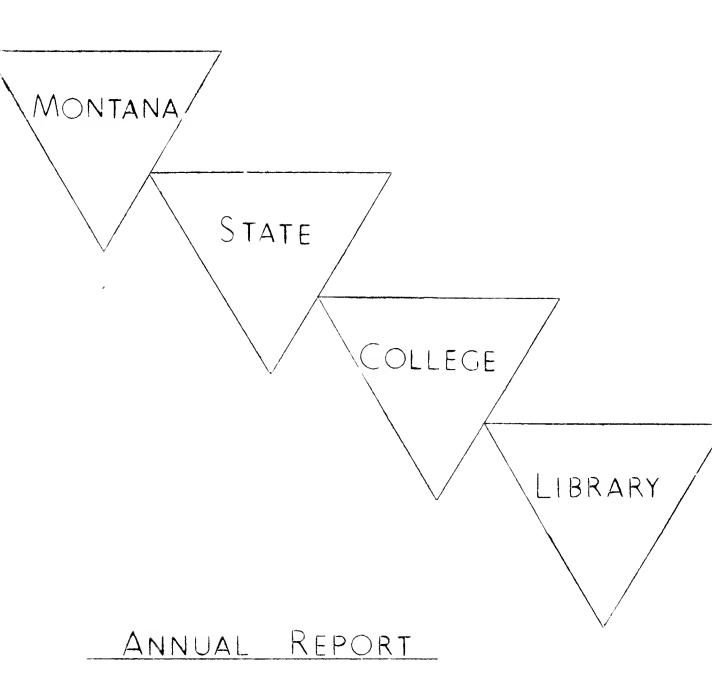
Dr. Harry Hausse (History Government and Philosophy)

Dr. Willis Vandiver (Education)

Wayne Harsha, Student Dan Hjelvik Student Monta Smith Student

Lesley M. Heathcote Librarian Secretary





<u> 1962 - 1963 </u>

MONTANA STATE COLLEGE LIBRARY

AIIIUAL REPORT

July 1, 1962 - June 30, 1963

Introduction

We have now come through a complete academic year in our new quarters, and on the whole it has been satisfactory. Ventilation on hot days still leaves much to be desired. As no more areas of the new building have been finished, it is still necessary to use the older east wing in part for reading space. But ventilation in the east wing has been seriously affected because construction of the new building took place on the side on which air was brought in. Hence ventilation of the east wing merely draws air from the basement of the new building. We hope it may be possible before too long to obtain refrigerated air conditioning machinery and thus to improve ventilation of all parts of the building.

Use of the Library continued to increase, and this aggravated the ventilation problem. We had requests to remain open until midnight, but the budget was too tight for this. Actually we were not convinced that the building was used to capacity during present hours, although statistics show that the new reading room fills up promptly. Completion of the study hall/reserve book room in the basement would enable us to provide study space for longer hours without keeping the rest of the building open. Enquiry shows that those asking for longer hours would be studying notes and/or reserve books.

During the summer, additional stacks will be erected. These will not push out any readers, but in the summer of 1964 we shall need still more stacks and these will delete a number of seats. Hence we hope that the money can be found to finish our second floor.

A number of special areas are badly needed. In the old building, no one made demands on us for we obviously could not meet them. But in the new

building the potentialities are such that everyone wants them realized immediately!

The Library court has been used constantly for displays of various kinds: pottery, sculpture, paintings, architectural models. Not only do the students come in specially to view them, but we have had many townspeople and others from out of town. There is no doubt that the new building has drawn a great many more people than ever before.

Readers' Services

When we first moved into the new quarters, the reference department was trying to staff three desks: the main reference desk, the science reference desk, and the information desk. Our staff simply would not . stretch that far, and so we combined the science desk with the main one. Members of other library departments have helped with the information desk.

Most of the requests at the information desk relate to use of the card catalog, close to which it is located. This has not only relieved reference and the loan desk of a burden, but has greatly improved service. It is a source of never-ending surprise to us how many people, including faculty, are baffled by the catalog. The information desk has also served to direct patrons to the correct desk or department, thus avoiding their being shunted around unnecessarily.

Over 9,000 actual reference questions were handled at the main reference desk. Combined questions (reference, catalog and directional) amounted to over 13,000 as against about 9,000 last year. So it is obvious that the information desk is really needed.

During September 1962 a spot inventory was taken of the areas inventoried the year before. This shows that the checking at the door has helped a little. However we are under no illusion as to the possibility of removing



books from the Library under heavy winter clothing. It can be, and is being done. Actually we feel these problems can never be overcome until the students realize that theft and mutilation hurt only themselves. A few years ago we made a concerted effort to get this across, but we got exactly nowhere.

The situation at the loan desk has been very good. There is ample space and morale is high. The institution of a fine system has resulted in much earlier return of overdue books, and in more books being returned on time. Furthermore, it takes less time to handle overdues, since threat of a bill for replacement of a book almost always brings a prompt response. Unfortunately the Library does not benefit from the money collected.

Hours of opening were increased again this year and we think rightly so. Total hours of opening are now $82\frac{1}{11}$ per week.

Freshman orientation has been handled by one of the reference librarians this year. This arrangement will probably continue in view of the change in Library Science, mentioned below.

Interlibrary loan business increased 55% in terms of books borrowed from other libraries and dropped about 25% in terms of items lent by us. Photocopy work increased by about 49%. At the busiest time our Contoura developed troubles and we had difficulty getting replacements. We finally got them and as additional insurance we acquired a Copease. We tried to rent a Xerox 914 but found that the company would not place one unless four or five others could be placed in the same community, an unlikely development for Bozeman and Livingston. This is unfortunate, for we think there is now enough copy work on campus to justify having an electrostatic device. It may be that another make will prove practicable.

This Library has been made a depository for the Atomic Energy Commission and for the National Aeronautics and Space Administration, which has greatly

increased the work of our documents librarian. In fact, it has been found necessary to provide her with professional help.

The hiring of a reference librarian with a science background, and of a graduate assistant, also with science, who will work towards a library degree, has resulted in some increase in library use by science faculty and students. This is a long-term project, however, and it will undoubtedly take some time to show the science faculty what help the Library can give them.

The Electronics Research Laboratory asked us to take over and organize its collection of reports and other publications, since, as usually happens, this had gotten beyond them. This is now under way.

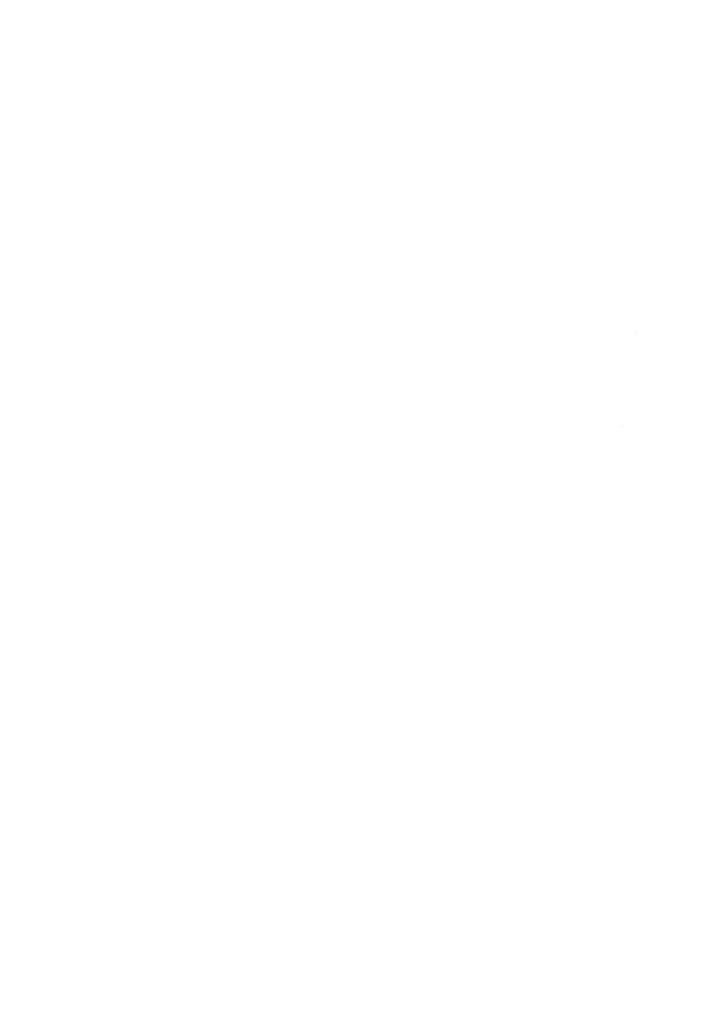
A change in approach to freshman English resulted in a run on the Library that revealed our serious deficiencies in literary criticism and essays. A thorough check of the <u>Essay and General Literature Index</u> was made, from which we determined needed purchases, and evolved a plan to keep up-to-date in this area.

Technical Services

Heavy use of periodicals due to their display in the new cases resulted in a 45% increase in mending. With 1963/64 this will become a fulltime job.

The research and completion fund was again inadequate to meet demands. We did however purchase a number of back files of journals in zoology and entomology, an area that had not hitherto been very active in demanding help. We also bought back files of journals for mathematics, physics, psychology and electrical engineering.

Steady increases in our serials fund have not been enough to provide all titles asked for. Next year, however, we have been given a larger percentage increase and we hope to break even. It is our experience that fragmentation of fields resulting in new journals, increase in price because of rising costs



of printing and postage, as well as small subscription lists for the highly specialized periodicals all add up to a situation such that only about 1/3 of the increase will be available for new subscriptions.

Technical Services lost two semi-professionals during the year, who were not entirely replaced by clericals. Consequently they have had a very busy year.

Library Science

During summer 1962, several courses were taught, during the first half
by James L. Copas, and during the second half by Mrs. Thalia Geisler,
School Library Supervisor for the Spokane, Washington, school district.

During the regular session, no attempt was made to teach the techniques
courses, since we had no one qualified to do so in the school library field.

L.S. 301 (The Library in Teaching) was taught during winter and spring
quarters by Mrs. Veris Wessel, on loan from the English Department. Over
60 students registered for it in each of the two quarters. In June 1963,
on my insistence, the library science work was transferred to the Education
Department for administration and finance. The Library will continue to
provide quarters. I am hopeful that the closer connection with the Education
Department vill result in better support of the program by that department.

Administration

The Librarian was absent on leave during fall quarter 1962. Partly I needed to recover from the library construction, partly I had many projects that I could not complete at my desk in Bozeman. I revised the two staff handbooks (professional and non-professional), compiled a handbook on the Library for use of the faculty, devised a manual of procedure for the Montana Library Association, wrote an article on the new building for the PNLA Quarterly, and completed a piece of historical research that had been under

way for some years. After my return I revised the manual of procedure for the Pacific Morthwest Library Association (I had written the original one) and worked on a handbook of the Library for graduate students.

During my absence, the Associate Librarian supervised the Library very efficiently.

After the move to the new quarters, we were so spread out that in spite of an intercom. system, communication seemed difficult. Our staff quarters are small and the bulletin board so tiny that notices get overlooked. Accordingly I began to issue at irregular intervals a "Memo to the Staff from the Librarian", a one or two page mimeographed sheet which reported changes in procedure; new policies; news items of interest to the staff; personnel of staff committees; admonitions if needed; and similar matters. All policies are of course discussed in our monthly staff meetings, attended only by the professional staff.

However our clerical staff is growing rapidly, and this year it seemed advisable to encourage them to organize so that they would have a spokesman. This they did, very happily, and I appointed a member of the professional staff as their guide, philosopher and friend.

Staff

Three professional members of the staff left during the summer of 1962. One of them was a reference librarian, one half time reference and half time library science and the third was circulation librarian. The reference librarians were replaced by Louise Sample, a graduate of the University of Illinois Library School, and by Jon Boone, from the University of Denver Library School, who has a degree in geology, and experience with the Library Association of Portland. Mrs. Helen M. Ewing became circulation librarian. She has many years of experience in school and public library work. Bettie Eagle, who had worked for us every winter for over 20 years, and had run the

family business in West Yellowstone in the summers, elected not to return to her job in Technical Services, and we found no comparable replacement. Mrs. Audrey Maight, who worked in the catalog department, decided to take professional training. She was appointed graduate assistant in reference and will attend summer sessions at the University of Washington to get her professional degree. She has a fine background in mathematics and home economics.

Miss Vivian assumed charge of the reference department in addition to her duties as head of Readers' Services.

Marian Stephens was on leave from January to June 1963 and attended Western Reserve University, concentrating on information retrieval.

As usual we had a noticeable turnover in clerical staff, due to the graduation of husbands, but we were able to get satisfactory replacements. We now have a nucleus of older women clericals and this helps considerably to stabilize the staff.

Miss Vivian served as a member of the Essay and General Literature Index committee. Miss Ridenour was chairman of the nominating committee of the FNLA Technical Services Division. Miss Wilson was again secretary-treasurer of the local chapter of AAUP and attended the annual conference in San Francisco as official delegate. Mrs. Piccioni was state representative on the recruitment committees of both ALA and PNLA. Miss Meathcote was editor of the Montana Library Quarterly and a member of the FNLA Public Relations committee. She is a member of the FNBC Council.

Mrs. Ewing, Miss Paugh and Mrs. Piccioni attended the Montana Library Association conference in Great Falls in May. Mrs. Ewing and Miss Faugh took part in the program and Mrs. Piccioni was elected secretary of the Association for 1963/64.



Library Committee

Again the personnel changed slightly and three students were added.

One meeting was held at which it was agreed to call in the departmental collections now housed in the Botany-Bacteriology and the Zoology-Entomology departments. Complaints of inaccessibility of these materials had come from several other departments. The Veterinary Research department collection also came in for adverse criticism, but because of its special circumstances, the Acting President suggested handling the problem in another way than depriving the department of its book collection.

Conclusion

We have now settled well into our new building but increasingly we feel the need to have more of it finished. We hope this will not be long delayed, but no funds are now in sight.

Lesley M. Heathcote



APPENDIX A

Statistics

Cataloging statistics Number of volumes cataloged Number of analytics made Number of microfilms cataloged Number of cards filed Number of books recataloged or reinstated New unbound continuation titles cataloged	8,271 215 3 titles 22,190 449 408
Circulation statistics Circulation of general books Circulation of reserve books Interlibrary loans Newspapers Books borrowed from other libraries	46,871 46,032 307 1,301 94,511 526
Miscellaneous statistics Number of periodical titles received	1,910 1,404 52 1,721 172 867 24,804 1,946 18,295 1,348

APPENDIX B

Serial Completions 1962/63

(Wholly or Partially Completed)

American anthropologist
Biologisches Zentralblatt
Bulletin biologique
Child development
Computers and automation
Fundamenta mathematica
Institution of electrical engineers. Proceedings
Journal of clinical investigation
Journal of comparative and physiological psychology
Journal of general psychology
Journal of genetic psychology
Journal of geology
Journal of infectious diseases
Journal of mathematics and physics
Journal of nuclear energy

APPENDIX B (continued)

National academy of sciences. Proceedings Progress in metal physics Progress in nuclear physics Psychological record Quarterly journal of microscopical science

APPENDIX C

Library Staff, as of June 30, 1963

Lesley M. Heathcote Marjorie E. Vivian

Alice M. Ridenour

Jon A. Boone
Mrs. Helen M. Ewing
Minnie E. Paugh
Mrs. Constance Piccioni
Louise M. Sample
Marian G. Stephens
Eva M. Tilton
Doris E. Wilson

Librarian
Associate Librarian and Head
of Readers' Services
Assistant Librarian and Head
of Technical Services
Reference Librarian (Science)
Circulation Librarian
Reference Librarian (Education)
Acquisitions Librarian
Reference Librarian (Documents)
Reference Librarian (Documents)
Catalog/Reference Librarian
Reference Librarian

Mrs. Audrey J. Haight D. Ione Parker

Graduate Assistant in Reference Reference Assistant (Interlibrary loans and photocopy)

Mrs. Beatrice Brooks Mrs. Pat Horton Mrs. Sharon Icenoggle Mrs. Lucille Lawrence Mrs. Jean Lindseth

Mrs. Bettye Nyman
Mrs. Carleen Parker
Mrs. Karen Printy
Mrs. Margie Reid
Mrs. Ilah Shriver
Mrs. Lee Spring
Mrs. Mary Strickland
Mrs. Mary Thorstenson
Mrs. Joyce Zablocki

Binding Clerk
Circulation clerk (part time)
Secretary
Mending Clerk
Circulation clerk (stack supervisor)
Bookkeeper and Order Clerk
Circulation clerk (part time)
Serials Clerk
Circulation clerk
Reference clerk
Reference clerk
lst assistant in Circulation
Catalog clerk
Catalog clerk

APPENDIX D

Library Committee

Dr. Edward Anacker (Chemistry) Chairman Bethine Bigej (Home Economics)

APPENDIX D (continued)

Dr. J. C. Boyd (Dairy Industry)

Dr. Eldon Dodge (Civil Engineering)

Dr. Harry Hausser (History, Government and Philosophy)

Dr. Willis Vandiver (Education)

Dixie Ferguson, Student Douglas Hillstrom, Student Harriet Pipal, Student

Lesley M. Heathcote (Librarian), Secretary

montana state college libaaay

ANNUAL AEPOAT 1981 - 1982

MONTANA STATE COLLEGE LIBRARY

ANNUAL REPORT

July 1, 1961 - June 30, 1962

Introduction

Although the new building was supposed to be ready for occupancy by fall quarter 1961, the expected happened, and we were unable to move in until Christmas. With men still working both overhead and underfoot, we executed the move during the Christmas recess, and opened in our new quarters on January 2, 1962.

The immediate result was a heavy influx of students and greatly increased use of the Library and its services. Several times during winter quarter all seats were taken in both the main building and the east wing. There is no doubt that we could make good use now of the north side of the basement and the whole of the second floor, but at the moment no funds are in sight.

The Class of 1960 made funds available to plant the central court and to complete the sculpture commissioned by the Class of 1961. Although this sculpture was not completed, we filled the pool and put the sprays in operation for the Commencement weekend, and our many visitors were obviously impressed not only with the court area, but also with the quietness, excellent light and spaciousness of the reading room.

By the end of the academic year we were pretty much shaken down in our new quarters and on the whole things were running smoothly.

Readers' Services

During summer and fall quarters we were still in the wholly inadequate east wing, and fall quarter especially was a nightmare. Increased enrollment, interference with our functions by building operations, and noise made for a nearly impossible situation. We set up a door checker system at this time also,

and it took awhile for acceptance and smooth operation. The new quarters for the loan desk are excellent and although the greatly increased use of the Library due to the better building continued to make the circulation department's work heavy, it was possible to handle the situation with less physical and nervous strain. Many of the materials formerly kept in the closed basement stacks for lack of room upstairs have been put in their proper numerical place and this has resulted in far less running for the circulation staff. The vastly improved ventilation has helped to lessen fatigue, and the spaciousness of the loan desk and of the lobby has decreased the tension inevitable with crowding.

The new arrangement for about one-third of our periodicals has resulted in far greater use. The latest issue is now on a sloping shelf which lifts up to reveal the rest of the unbound issues. This has brought another problem: so great is their use that we need to have almost a fulltime page to pick up and re-shelve.

We do not know at this time how effective the door check is in cutting down theft, but we hope in September to make spot checks in the same areas checked last September, and this should give some indication. There is no way, of course, by which we can prevent mutilation, and this practice is growing.

A fine system on all books was instituted winter quarter and it is still too early to assess its value. Unless it has the desired result of bringing books back on time, it may be advisable to discontinue it for two reasons.

(1) it is very time-consuming and (2) the money collected does not come to the Library.

In preparation for an attempt to staff a science desk and an information desk in addition to the main reference desk, the Library was closed over the dinner period, 5 p.m. to 6.30 p.m., thus gaining $7\frac{1}{2}$ hours per week. Even so, the reference staff was spread much too thinly. As a predominantly scientific

and technical institution, a science-technology reference desk has long been needed and has been repeatedly requested by faculty. Several things prevented our setting it up. (1) lack of space, (2) lack of librarians with a science background, (3) lack of sufficient staff. The information desk is needed in this much larger building for directional help at the beginning of the quarter and for catalog help at all times. Our plans for these two desks for next year are uncertain.

Since the new building has been open, we have received repeated requests from the students for longer hours of opening. The closed dinner period does not seem to trouble them, but they would like us to be open until ll p.m. and also Saturday afternoon. About the latter time we are doubtful, for fall takes most students to football games, winter to skiing, and in spring the improving weather seems to disincline people to study. In any case we cannot handle increased hours with our present staff.

Interlibrary loan business increased about 23% as to items loaned by us, and remained the same as to items borrowed by us. Reference questions increased 18%. Photocopy work decreased slightly. Many of the regular, long-term tasks dropped behind this year because of the necessity of moving materials and in many cases reorganizing them.

After the move, the curriculum library was taken over from the education department at its request. This material was completely reorganized, weeded, classified and much new material added. One of the reference librarians now has charge of it, and the education students are making heavy use of it.

The freshman handbook was completely revised by the head reference librarian with the help of several other persons. It has been broken down into eight Library Orientation Leaflets as follows — Introduction to the Library, How to Borrow Library Materials, How to Use the Card Catalog, How to Use

Magazine Indexes and Locate Magazines, Guide to Reserve Books, Locating
Biographical Information on Authors, How to Find a Book Review, Suggestions
on the Use of the Library by Engineering Students. These have been very popular.

Technical Services

Preparation for the move, and the aftermath affected this division to a considerable extent. Re-location of materials necessitated changes in the card catalog and the shelflist, and there was much re-marking of books. In addition it had been decided that each divisional reading room would have its own shelflist and this involved a great deal of extra work. The humanities-social science shelflist was completed on time. These two collections are presently combined because only the first floor of the new building is completed. The science-technology shelflist is well underway.

The serials clerk had many changes to make to designate the new location of those periodicals assigned to our new periodicals racks. A side effect of the new arrangement has been an increase in the work of the binding clerk who finds difficulty in locating all the issues at one time for binding preparation.

Our mending clerk has also been overwhelmed with the need for mending the periodicals in the new racks. We plan to enter second subscriptions for a number of the general periodicals and to keep these for binding only.

Library Science

Because of the forthcoming move, freshman library instruction was post-poned to winter quarter. Some 20% were excused on the basis of the tests worked out with the Testing and Counseling Service.

Because of low registration in the library science courses, due to a number of reasons, we have arranged to offer these only during the summer quarter

for the next biennium. We plan to bring in outstanding school librarians or supervisors and we think that this will provide a better program than we have hitherto had.

Administration

The Associate Librarian supervised the inventory numbering of all furniture and equipment and this has been completed. She was absent on leave for part of winter and all of spring quarters for a refresher course at Columbia's School of Library Service.

The Librarian's year was completely taken up with the building. It appears that every new structure brings its problems and ours was no exception. It is an excellent building, strongly and honestly constructed and built to withstand the strongest level of earthquake known. But various problems of equipment performance developed and because of our distance from factories, correction has been slow. We hope that all will be straightened out before winter.

In and around these physical problems, the Librarian has been looking ahead to needed improvements in service, and we expect that next year will be one of self-examination and reorganization.

Staff

With one exception, the staff remained throughout the year. The head reference librarian left in the spring and was not replaced at that time.

We had a number of athletic scholarship holders working as shelvers, and on the whole we prefer not to have them. The main trouble appears to be our lack of control over them, since we are not paying them.

Association activities on the part of the staff were somewhat curtailed because of the local situation. Mr. Copas was appointed to the State School Library Committee, succeeding Mrs. Gillis, who resigned from the College.

Mr. Alexander was appointed to the PNLA Resolutions Committee. Miss Wilson continued on the MLA Authors' Committee and again served as secretary-treasurer of the local AAUP Chapter. Mrs. Piccioni served on the ALA recruitment network. Miss Vivian was a member of the PNBC Council. Miss Ridenour was a member of the ALA Subject Heading Committee. Miss Heathcote was chairman of the MLA Publications Committee and editor of the Montana Library Quarterly. She also served as chairman of the MLA Constitution Committee.

The Library Committee

The personnel changed slightly and although there were matters to be considered, we managed only one meeting during the year.

Conclusion

It is part of human nature never to be satisfied. We like our new building, we are well settled in it, and we are ready to consider our next developments. But we want and need more of the building finished. We hope this will not be long delayed, or our plans for development will be stopped.

Lesley M. Heathcote

Librarian

APPENDIX A

Statistics

Cataloging statistics	
Number of volumes cataloged	7,661
Number of analytics made	424
Number of microfilms cataloged	ll titles
Number of cards filed	26,251
Number of books recataloged or reinstated	1,024
New unbound continuation titles cataloged	401
Circulation statistics	
Circulation of general books	46,279
Circulation of reserve books	45,618
Interlibrary loans	407
Newspapers	<u>522</u> 92,826
Total circulation of desk and stack material	
Books borrowed from other libraries	340
Miscellaneous statistics	
Number of periodical titles received	
By subscription	1,803
By gift and exchange	1,336
Number of newspapers	53
Number of volumes bound	1,468
Exchange of duplicates with other libraries	
Received	220
Sent	2,535
Serial pieces checked in	31,377
Mending pieces	1,333
Documents checked in	17,038

APPENDIX B

Serial Completions 1961/62

Great Falls Tribune (microfilm)
Annals of Botany
Journal of American Folklore
Acta Botanica
Acta Mathematica
Archiv fur Hydrobiologie
Journal of Infectious Diseases
Proceedings of the Society for Experimental Biology and Medicine
Journal of Pathology
Bulletin of the Torrey Botanical Club
Zoological Record
U. S. Serial Set
Journal of Hygiene
Quarterly Journal of Microscopical Science

APPENDIX B (continued)

The following periodicals in translation from the USSR.

Colloid Journal

Journal of Analytical and Applied Chemistry

Journal of General Chemistry

Proceedings of the Academy of Science

Biochemical Journal

Physical-Chemical Proceedings

APPENDIX C

Library Staff, as of June 30, 1962

Lesley M. Heathcote Marjorie E. Vivian

Alice M. Ridenour

James L. Copas
Bettie Eagle (6 months)
Mary E. Galbraith
Mrs. Michelle Mehl
Minnie E. Paugh
Mrs. Constance Piccioni
Marian G. Stephens
Eva M. Tilton
Doris E. Wilson

Associate Librarian and Head of Readers Services
Assistant Librarian and Head of Technical Services
Library Science Instructor
Technical Services Assistant
Circulation Librarian
Reference Librarian

D. Ione Parker

Interlibrary Loans and Photocopy

Mrs. Beatrice Brooks
Mrs. Janet Guptill
Mrs. Sharon Johnson
Mrs. Bettye Nyman
Mrs. Karen Printy
Mrs. Shirley Rust
Mrs. Lee Spring
Mrs. Mary Strickland

Binding Assistant
Stack Supervisor
Secretary
Bookkeeper and Order Assistant
Serials Assistant
Catalog Assistant
Reference Assistant
Circulation Assistant

APPENDIX D

Library Committee

Dr. Edward Anacker (Chemistry) Chairman
Bethine Bigej (Home Economics)
Dr. Eldon Dodge (Engineering)
Earl Fellbaum (Education)
Dr. Harry Hausser (History, Government & Philosophy)
Dr. J. C. Hide (Plant Science)
Lesley M. Heathcote (Librarian) Secretary

MONTANA

STATE

0011606

ANNUAL AEPOAT 1980 - 1981

MONTANA STATE COLLEGE LIBRARY

ANNUAL REPORT

JULY 1, 1960 - JUNE 30, 1961

Introduction

Bids for the construction of the library addition were let during July of 1960 with the Leigland Co. of Great Falls obtaining the general construction contract, Budd Plumbing and Heating Co. of Bozeman, the mechanical contract, Palmquist Electric Co. of Helena, the electrical contract, and Montgomery Elevator Co. of Moline, Ill., the elevator contract. Only the base bid was let, which means that although the whole shell of the building will be constructed, only the first floor and the public toilets in the basement will be completely finished. A light well in the middle of the building was deemed necessary and instead of leaving this a completely waste space, the architects planned a court, with plantings and a pool. A piece of sculpture was hoped for, and is now assured by a gift from the class of 1961. George Conkey of the Art Department will execute it in sheet steel. Rudy Autio, one of our graduates now on the faculty at Montana State University, has executed the ceramic sculptures for the panels on the outside of the building to the north.

The mild and open winter was ideal for construction, and the supervising architect assures us that we may move over early in September.

Interference with the Library's functioning by construction has been small. During winter quarter, while the connecting roof beams were installed between the old and the new building, the third floor was closed to the public, which meant extra staffing. Just preceding this we had to move the books from the two westernmost sections of the third floor ranges, and then have these sections dismantled. By packing some things, moving the 000's to the

25

- . :

basement and squeezing everything together, with an eighth shelf installed where possible, we were able to shift the entire third floor in a three-week period. There has, of course, been a certain amount of noise and fumes from the two cranes that have operated continually, the occasional clatter of jackhammers has been distracting, and the crash of glass as a window has been catapulted inwards has been disconcerting, but on the whole we have no complaint.

The change in the English composition arrangement made fall quarter our heaviest, with spring apparently next. This is a complete change from past experience, for hitherto winter quarter has been the heaviest, with fall second. It has resulted in a need for re-planning the scheduling of circulation desk and stack help. There was no way to tell in advance what would happen, for English composition is now spread over the first three years, with each year's requirement available in any of the three quarters. Apparently most of the freshmen elected to take it in their first quarter, but as sophomores they could decide to fulfill their requirement in any one of the three quarters. Next year could easily show a change once more.

Readers' Services

For the first time in eight years, we had a professionally trained librarian to administer the circulation department. She also assumed responsiblity for exhibits. The growing space pressure has been felt, as well as the increased enrollment, and thefts or "unauthorized borrowing" have been a serious problem. In the new building, the tasks of this department should be somewhat lightened (1) by the different arrangement for current periodicals; (2) by the provision of a check on the front door which should cut down some of the theft; (3) by the institution of a fine system. Overdues are now taking up far too much time.



The reference desk was staffed continuously during each quarter 14 hours a day Monday through Friday, $4\frac{1}{2}$ hours on Saturday and 7 on Sunday. There have been some requests for Saturday afternoon opening also, but at 82 3/4 hours a week, this library is near the top of hours of opening in the Rocky Mountain region, and besides we lack funds to do any more.

Use of the microcard and microfilm readers has increased greatly, and interlibrary loans have shot up, having nearly doubled in loans sent out. These involved over 1,000 phone calls and nearly 1,000 letters, notices, and notes. A check was made on the journal titles this College most frequently borrows and a note sent to acquisitions for consideration of purchase of some of these. Photocopy work has increased 75% over last year. Work on the archives has continued steadily with 282 pictures and 1,107 printed items having been classified and processed.

Nearly 9,000 state documents were sent for binding, and a special drive was made to complete our sets of experiment station and extension service publications from other states.

The vertical file was completely weeded, reorganized and indexed.

Technical Services

Special funds were made available to English, history, music and economics for purchase of desiderata, and as a result the number of single volume titles ordered increased greatly, making more work for both acquisitions and cataloging. Hitherto our research and completion fund has been used almost exclusively for the purchase of scientific periodical sets.

Our list of <u>Periodicals Currently Received</u> has now become an annual instead of a biennial because of demand, and we plan to make it the basis of a union list of college and university holdings in Montana. The checking for the third edition of the national <u>Union List of Serials</u> is nearly completed.

The binding done by the Montana State University Press continues to be satisfactory. The volumes are away from our shelves for a comparatively short time and the binder pays meticulous attention to our rush requests. And of course freight charges are much smaller than if we had to send the material out of the State.

The experiments in plastic reenforcing of paperbacks were successfully concluded and the process was used on the musical scores bought in some quantity during the year.

In cataloging, the main project has been the re-designation of oversize books according to whether they are quarto or folio. B.S. and professional engineer theses were withdrawn from our thesis collection and transferred to the archives. Work on the duplicate shelflists for our new reading room arrangements has gone forward steadily.

We dropped out of the Duplicate Exchange Union, because the type of library represented therein did not fit our category. This decreased our mailing list from 185 libraries to 68.

Library Science

Our library science instructor also carries out freshman library orientation and several interesting things developed this year. A start had been made on pre-testing freshmen for their knowledge of the library and how to use it. This was carried forward and a new test was devised which was tried out during winter quarter. Valuable help was received from the Testing and Counseling Service and we expect that not too far in the future we shall be able to determine which students may be excused from the orientation lectures, and precisely what information the others need.

Another project was carried out by a student in the Special Projects course. By means of a questionnaire sent out to the high schools of the



State, he discovered which ones gave instruction in the use of the school library. He found that most did, but he also found that many of them were lacking the basic reference tools that should be in every high school library; a very revealing study that we hope may be brought to the attention of school authorities.

The class in cataloging and classification had as their project during fall and winter quarters the building of a subject heading catalog for Willson Junior High School. Good progress was made, but of course it could not be completed in the time. This is an urgent matter for the school, because full accreditation partially depends on it and the regular librarian is overburdened with her work as both junior high and elementary schools supervisor.

Administration

The Associate Librarian completed a numbering scheme for the inventory and all pieces will be marked during the next year.

The Librarian was involved with building and equipment problems during the year. The preoccupation of the State administration and the legislative assembly with economy posed a real problem in regard to budgeting. We shall be able to get very little furniture and equipment, so little that actually the establishment of priorities was simple. It is fortunate that most librarians are adept at improvisation, for this is going to be needed.

The Librarian has consistently used <u>Recent Acquisitions</u>, issued monthly during the school year by the cataloging department, for items of interest to the faculty. Many projects of the Council on Library Resources concern the faculty, and in addition articles have been reviewed, or, with permission of the author and the editor concerned, have been reprinted either wholly or in part.

	Ē. s		
		÷	

Five new professional members joined the staff this year, three as replacements, one in an upgraded position, and one in a new position. All have proved highly satisfactory, and only one will be leaving us, - this due to marriage. A relacement has been found for her.

This year our shelvers were nearly all Americans; with few exceptions our experience with foreign student shelvers has been rather unhappy. We also had two athletic scholarship men, whom of course we did not have to pay, and to our surprise they worked out fairly well.

Members of the staff were again active in association activities. Mrs. Gillis was appointed to the State School Library Committee, replacing Miss Morrison. Miss Vivian was a member of the ALA Committee checking books to be included in the Essay and General Literature Index, and she continued as chairman of the PNLA Reference Division. Miss Ridenour completed her term as Montana representative on the PNLA Board of Directors in September, but continued as member of the ALA Subject Heading Committee. Miss Wilson is a member of the MSLA Montana Authors' Committee and served as secretary-treasurer of the local chapter of AAUP. Mrs. Piccioni was a member of the National Library Week State Committee and served on the MSLA Resolutions Committee. She was a member of the PNLA Adult Education Committee and served on the ALA recruitment network. Miss heathcote was a member of the ALA Notable Books Council, chairman of the MSLA Constitution Committee, and continued as editor of the Montana Library Quarterly. She compiled five-year indexes for both the Montana Library Quarterly and the PNLA Quarterly.

Miss Vivian, Mrs. Gillis and Mrs. Piccioni wrote for the <u>PNLA</u> <u>Quarterly</u> and the Montana Library Quarterly.

Various public service activities were continued by the staff.



The Library Committee

The same personnel continued to serve. Several meetings were held in connection with building problems. One meeting dealt with the report of the accreditation committee as it concerned the Library.

Conclusion

We are eager to get into our new building and to try out our plans for subject arrangement. Even if books and students both have to sit on the floor, we shall be better off.

The staff is to be commended for its patience and stability in the face of both construction and legislative recalcitrance. President Renne has the respect and appreciation of all of us for his understanding of our problems and needs and for his steadiness in the face of adversity.

Lesley M. Heathcote

APPENDIX A

Statistics

Number of volumes cataloged Number of analytics made Number of microfilms cataloged Number of cards filed Number of books recataloged or reinstated New unbound continuation titles cataloged	9,239 143 15 titles 23,563 595 468
Circulation statistics Circulation of general books Circulation of reserve books Interlibrary loans Desk periodicals and newspapers Total circulation of desk & stack material Books borrowed from other libraries	101,767 41,999 332 11,483 155,581 338
Miscellaneous statistics Number of periodical titles received By subscription By gift and exchange Number of newspapers Number of volumes bound Exchange of duplicates with other libraries Received Sent Serial pieces checked in Mending pieces Documents checked in	1,761 1,317 49 1,927 658 2,017 30,762 2,294 15,976

APPENDIX B

Serial Completions 1960/61

Archiv für Hydrobiologie
Institute of Brewing. Journal
Journal of Geology (reprint)
Partisan Review
Psychological Bulletin
Society for Experimental Biology and Medicine. Proceedings

APPENDIX C

Library Staff, as of June 30, 1961

Lesley M. Heathcote
Marjorie E. Vivian
Associate Librarian and Head
of Readers' Services
Alice M. Ridenour
Assistant Librarian and Head
of Technical Services

Library Staff (Continued)

Norman D. Alexander Bettie Eagle (6 months) Mary E. Galbraith

Mrs. Barbara Wilson Gillis

Mrs. Michelle Mehl Minnie E. Paugh Mrs. Constance Piccioni Marian G. Stephens

Eva M. Tilton Doris E. Wilson Head Reference Librarian
Technical Services Assistant
Circulation Librarian
Library Science Instructor
Reference Librarian
Reference Librarian
Acquisitions Librarian
Documents Librarian
Catalog/Reference Librarian
Reference Librarian

D. Ione Parker

Interlibrary Loans and Photocopy

Mrs. Patsy Huseby
Mrs. Sharon Icenoggle
Mrs. Sharon Johnson
Mrs. Marlene Lattimer
Mrs. Marian McBane
Elizabeth Miles
Mrs. Bettye Nyman
Mrs. Gloria Weeks

Binding Assistant
Serials Assistant
Secretary
Catalog Assistant
Stack Supervisor
Circulation Assistant
Bookkeeper and Order Assistant
Circulation Assistant

APPENDIX D

Library Committee

Dr. Richard Froeschner (Zoology-Entomology) Chairman

Dr. Edward Anacker (Chemistry)

Dr. Eldon Dodge (Civil Engineering)

Earl Fellbaum (Education)

Dr. Harry Hausser (History, Government and Philosophy)

David Wessel (Architecture)

Lesley M. Heathcote (Librarian) Secretary



STATE montana COLLEGE 110000Y AMMAL BEPORT JULY 1, 1959 10 1117E 30, 1960

MONTANA STATE COLLEGE LIBRARY

ANNUAL REPORT

JULY 1, 1959 - JUNE 30, 1960

Introduction

The year has been one of planning and conferences with architects. During the summer of 1959 McIver & Hess of Great Falls were appointed architects for the library addition, with Page & Werner, also of Great Falls, as associate architects. A quick trip was made to Laramie the end of September by Messrs. Hess and Page and the Librarian to look over the new building at the University of Wyoming. The architects borrowed virtually all the books on library architecture owned by the College Library and shortly they came up with excellent floor plans requiring few changes. The plans were accepted by the Library Committee in May and by the Board of Regents in June, with construction bids to be opened July 12, 1960 and completion September 15, 1961. The funds available will provide the shell of the whole building, completion of the first floor and most of the basement and possibly a part of the second floor.

The need for more space continued to be evident during fall and winter quarters when many times students could find no seating space.

Readers' Services

Hours of opening were the same as last year, i. e. 82 3/4 hours per week. We had some requests that the library be open and staffed until ll p. m. or midnight but the budget would not permit consideration of this. Many university libraries in the east are open until midnight or 2 a. m. but we do not

see the necessity of this here yet.

Loans, except interlibrary loans, have continued to increase. Home loans grew by 15% as against 10% last year; use of books and periodicals within the building increased by over 25%. The loan of books to other libraries dropped by about 15% and loan of books to this library by 20%. Much of this is due to the growing practice on both sides of supplying photocopy instead of sending the original material.

Number of reference questions answered increased by 15%.

A major problem during the last year was the mutilation of periodicals. In spite of there being a public typewriter available, and of the existence of photocopy equipment, mutilation continued at a great rate. After all, an article removed is free to the thief. Appeals to the faculty to warn us ahead of time of possible use of certain articles brought little or no response, and it is quite possible that the losses were not due to specific references by instructors.

The microcards from the Atomic Energy Commission came in for major attention, and the sorting, arranging, checking and filing of these thousands of items were completed. Marked progress has been made in the classification and processing of the printed archives, including pictures.

The photocopy assistant made 624 prints during the year. This individual also has charge of thesis checking, and as both these areas are growing, more help will shortly be needed.

The documents collection was weeded and checked and a manual was prepared.

Technical Services

A substantial sum was spent on completion of research journals, involving



four large purchases and seven smaller ones. As this was the year for an accreditation visit by a committee from the Northwest Association of Secondary and Higher Schools, and by other professional groups, a complete listing of all our holdings was made. It indicated gratifying progress. We still have thousands of dollars worth of requests for completion of scientific journals, but we are now able to keep up with requests for current subscriptions. New subscriptions increased by 173.

The number of volumes cataloged increased by 10%, and the number of cards filed by 25%.

Mending statistics are down, because after the death of our mender, we did not at once find another. Our binding assistant worked at it as she could. One project that has been pursued steadily is to find a means of making paper-backs practical for library use. We think we are close to a satisfactory process.

In February of 1960 we were permitted to transfer our binding from a commercial binder, to the Printing Department of Montana State University, Missoula. This department had been doing the binding for the State University Library for several years, to everyone's satisfaction. We too are pleased with the work; other advantages are the shorter length of time that periodicals are out of use, and the much lower freight costs - about 25% of what we had been paying.

Library Science

As this was catalog year, a revision of our library science courses was carried through. The main change was to set up a new course, to be required of all education majors, the object of which is to instruct teachers in the

use of the school library. It is also a prerequisite for the Children's Literature course given by the English Department.

Seven school libraries were visited this year on request.

The Grolier-Americana Scholarship Award proved to be very helpful. Seven grants were made for the summer of 1959, one for winter of 1960 and the last for summer of 1960.

The Junior collection now numbers about 1,200 volumes.

Freshman instruction was again carried out through combining a number of freshman English sections. 37 lectures were given. This year for the first time we gave a pre-test of all freshmen to determine which ones might be excused from these lectures because of familiarity with library materials and procedures. This appears to be a good idea and we hope to continue it.

Administration

Responsibility for the annual inventory of furniture, equipment, and supplies, which on this campus is carried out on a departmental basis, was transferred to the associate librarian. By next year it is hoped to have a card file set up, and every piece marked with its own special symbol. This will greatly facilitate the work.

In the belief that centralization of audio-visual equipment is highly desirable, the Library transferred its two projectors to the Office of Information, which thereupon gave us substantial credit against future use.

The result of administrative request for accreditation of the College was an enormous amount of work in answering the basic questionnaire. Later other questionnaires followed, and many isolated questions were asked of the Library. The whole thing required many hours of staff time during a period when we were

is a second control of the second control of the second control of the second control of the second control of			
j.			
ਕਰੀ ^ਰ			

already working at top speed.

Staff

Our biggest staff turnover last year was in shelvers. The rest of the staff remained fairly stable. One professional librarian resigned as of June 30, and the library science instructor goes off the salary roll on October 14, 1960.

Replacements have been found for these two, and in addition, next year will see the employment of an additional reference librarian and of a professional librarian as head of circulation. When our enrollment was lower, non-professional assistants did a satisfactory job for us, but with growth comes the need for a better prepared assistant.

Mr. Alexander was promoted to head reference librarian.

Members of the staff continued to interest themselves in association activities. Miss Vivian is chairman of the PNLA Reference Division, and Miss Ridenour continued to be Montana's representative on the PNLA Board of Directors. She has also been appointed to the ALA Subject Heading Committee. Mr. Alexander served on both MSLA and FNLA committees. Miss Morrison was secretary of the MSLA and chairman-elect of the Library Education Division of the PNLA. Miss Heathcote continued as editor of the Montana Library Quarterly and was appointed to the ALA Notable Books Council.

The staff also continued with various public service activities.

The Library Committee

The same personnel remained on the Committee this year because of the imminence of the building. Several meetings were held with and without the

architects. The consensus was that the latter had done a very fine job.

Conclusion

The commencement of construction is eagerly awaited by the staff. The members have worked long and faithfully on plans, and although the next year may be quite uncomfortable in some respects, the promise of more space will counterbalance most discomfort.

President Renne has been a tower of strength in his understanding and encouragement; the staff's faithfulness and hard work are much appreciated.

Lesley M. Heathcote

Librarian



APPENDIX A

Statistics

Cataloging Statistics	
Number of volumes cataloged	7,590
Number of analytics made	299
Number of microfilm cataloged	2 titles
Number of microcards cataloged	2 titles
Number of cards filed	22,541
Number of books recataloged or reinstated	938
New unbound continuation titles cataloged	313
Circulation Statistics	
Circulation of general books	104,208
Circulation of reserve books	22,040
Interlibrary loans	192
Desk periodicals & newspapers	13,757
Total circulation of desk & stack material	140,197
Books borrowed from other libraries	237
Miscellaneous Statistics	
Number of periodical titles received	3 50/
By subscription	1,596
By gift & exchange	1,258 49
Number of newspapers	_
Number of volumes bound	1,943
Exchange of duplicates with other libraries Received	504
	3,099
Sent Serials pieces checked in	28,418
Mending pieces	1,974
Documents checked in	13,160
Poddments checked in	10,100

APPENDIX B

Serial Completions 1959/60

Acta Crystallographia
Annalen der Physik
Canadian Journal of Mathematics
Institute of Radio Engineers Transactions
Journal of Embryology & Morphology
Journal of Geology
Modern Language Association Publications
Nuclear Energy, Part A
Nuclear Physics
Torrey Botanical Club. Index to American
Botanical Literature
U.S.D.A. Botany Subject Index



APPENDIX C

Library Staff, as of June, 1960

Lesley M. Heathcote Marjorie E. Vivian

Alice M. Ridenour

Norman D. Alexander Vivian E. Canfield Bettie Eagle Eilene M. Morrison Mrs. Constance E. Piccioni Marian G. Stephens Doris E. Wilson Librarian
Associate Librarian &
Head of Readers' Service
Assistant Librarian & Head
of Technical Services.
Head Reference Librarian
Reference Librarian
Technical Services Assistant
Library Science Instructor
Acquisitions Librarian
Documents Librarian
Reference Librarian
Catalog-Reference Librarian

D. Ione Parker

R. W. Witt

Mrs. Wanda Domrose

Interlibrary Loans and Photocopy Acting Circulation Librarian

Mrs. Marlene Lattimer
Mrs. Marian McBane
Mrs. Gail Meehan
Elizabeth Miles
Mrs. Bettye Nyman
Sharon Sylvis
Mrs. Gloria Weeks
Mrs. Darlene Gregg

Catalog Assistant
Stack Supervisor
Binding Assistant
Circulation Assistant
Bookkeeper & Order Assistant
Serials Assistant
Circulation Assistant
Acting Secretary

APPENDIX D

Library Committee

Dr. Richard Froeschner (Zoology-Entomology) Chairman

Dr. Edward Anacker (Chemistry)

Dr. Eldon Dodge (Civil Engineering)

Earl Fellbaum (Education)

Dr. Harry Hausser (History, Government & Philosophy)

David Wessel (Architecture)

Lesley M. Heathcote (Librarian & Secretary)



MONTANA STATE COLLEGE LIBAAAY annual aepoat 1958-1959

		•	

MONTANA STATE COLLEGE LIBRARY

ANNUAL REPORT

July 1, 1958 - June 30, 1959

Introduction

The year just past has been one of uncertainty as to the probability of a building addition, so that the staff was alternately planning for a substantial wing, and improvising in case we did not get one. Through it all, the regular work was carried on, and somehow the demands of growing hordes of students met.

The Librarian spent most of the month of October visiting and studying modern library buildings in the eastern and southern states. Over the last few years, she and the Associate and Assistant Librarians have studied most of the postwar library buildings in the country, and this has been of inestimable value in considering our own plans.

The weeding and discarding project in the 600°s, started three years ago, limped along. Some of the staff completed their allotment, some make no progress.

Readers Services

The Library was open eight hours a week longer this year. It had not been open Friday evenings for many years but on request we have tried it. We find that graduate students and the more serious undergraduates use it that evening and the opening is therefore well justified.

Home loans of books, use of books and periodicals within the building, and interlibrary loans have continued to grow. Home loans grew by 10%, internal use of books and periodicals by about 25% and interlibrary loans by about 7%. Use of reserve books continued to drop.

Interlibrary loan borrowing increased by about 1/3, much of it due to a special project being carried through by one of our veterinary research faculty. This points up the need for increasing our holdings of scientific journals.

With the erection of the remainder of our stacks last year, a big shift became necessary on the third floor in the summer of 1958. During the year several smaller shifts took place on the other floors. One is badly needed in the basement but it cannot take place until the experiment station stock is moved out. With the building addition now assured, it may just have to

await that. We have added en eighth stack shelf in several parts of the Library - a definite handicap for short people.

Plans were considered for a door control, but figures indicated it could not be done within our budget, and it will now await the completion of the addition. The borrowing of books without charging, and outright stealing have become real problems that are seriously affecting our efficiency.

Reference search questions increased by 36% over the year before and it became necessary to have double staffing in the evenings at certain times in the quarter. The reference desk was staffed for a total of $81\frac{1}{4}$ hours per week.

Reference librarians prepared a library handbook for one of the engineering departments and several bibliographies for other departments. Bibliographic lectures were given to several classes of advanced students in technical writing, dairy science, animal science, range management, and civil engineering.

During the year, we became a depository for the declassified publications of the Atomic Energy Commission, and this has involved much checking and sorting by the documents librarian. It will be some time before everything is in order.

The last of the manuscript archives were moved into the Library and placed under lock and key. During the year one of the reference librarians drew up a classification scheme for printed and mimeographed archives, and she has been trying it out. She arranged the picture archives some time ago, and there have been several calls on this collection during the year.

The photocopying was assigned to Readers: Services, and a fair amount of work was done during the year. As departments realize that we have it, the use of this service will undoubtedly increase.

Technical Services

The rate of acquisition increased in every category. Additional periodical subscriptions amounted to 250, gifts and exchange titles increased by about 50 and newspapers by 14. About 700 more volumes were bound this year than last.

Exchange of duplicates continued, but our concentration on this has reduced the bulk significantly and figures declined for both receiving and sending. Mending increased by 1000 pieces. 4,000 more serials pieces were

checked in. Fewer gifts were received and 50% of them were in poor condition and unfit for cataloging. However, one very valuable piece was received. The list of periodicals currently received was revised and duplicated for distribution. Hitherto this has been issued biennially, but the demand for it on campus and the rapid growth of our subscription list makes it advisable to issue it annually henceforth.

The research and completion fund of \$9,000 was soon spent. A list of completions of the last two years is shown in Appendix B. This fund is much too small and should be at least doubled for tentative requests from departments total about \$100,000.

All the increased activity in acquisitions was naturally reflected in cataloging, and this department also had a heavy year. An additional half-time cataloger was employed, but the situation was complicated by the spring quarter leave of the head cataloger. Even so, nearly 600 more titles were cataloged and some 4,000 more cards filed.

Mending was transferred to this division in October, and as indicated above the output increased markedly.

Our binding funds are much too low, for they have been raided to support the serials fund. The growth of our graduate work makes the latter vital, especially in our scientific fields. Even starving the binding fund has not given us enough for serials. One scientific department has requested \$1000 worth of new subscriptions for next year.

Library Science

The number of students registering for library science is slowly increasing. One course is required of all students majoring in education, and it is now possible for education majors to elect library science as a minor.

The award of the Grolier-Americana Scholarship of \$1,000 to Montana State College was a great encouragement to us. We divided most of it among a number of teacher-librarians for attendance at the 1959 summer session, since our need was to spread knowledge of library work as widely as possible, rather than to concentrate on one person.

Instruction of freshmen in the use of the library is carried out by our library science instructor and this year she gave 48 lectures, illustrated with slides, to 92 classes. Many of the classes could be combined and thus the lecture could be given live instead of by means of a tape

recorder. We think that a live lecture means a great deal more to the student. We are now working on the possibility of testing incoming freshmen for their knowledge of libraries and library tools, with a view to excusing from instruction those who seem to have a fairly good grasp of library use.

The Junior Collection now numbers 1,055 cataloged books in addition to loan copies of the World Book and Compton's Pictured Encyclopedia.

The library science instructor has assisted the State Department of Public Instruction by visiting school libraries in the State and advising and helping them. Twenty-one schools were visited during the year, some more than once. We at the College are of the opinion that this kind of assistance helps us too in the long run. If high school students have effective school libraries, they are better prepared to use the College library and to get more from their courses here. It is to be hoped that the next Legislature will provide sufficient budget for the State Superintendent to hire a school library supervisor.

Staff

Two additional professional librarians were employed last year, and three fulltime non-professionals. With student help this makes a total in fulltime equivalent of a little over 24 persons.

Our mending assistant died of a heart attack while working at her desk in the Library, and we miss her very much. At 82, her body was frail, but her spirit was indomitable, and her mind clear and active.

There was a heavy turnover in our fulltime non-professionals, due to pregnancies and the graduation of husbands.

The professional members of the staff continued to carry their share in association activities. Most were members of the American Library Association, the Pacific Northwest Library Association and the Montana State Library Association. Miss Vivian served on a PNLA committee, and Miss Ridenour was Montana representative on the PNLA Board of Directors. Miss Wilson, Miss Ridenour, Mrs. Piccioni and Miss Heathcote served on MSLA commmittees, and Miss Heathcote continued her duties as editor of the Montana Library Quarterly. Miss Wilson served on an ACRL committee. This College was well represented at the PNLA and MSLA conferences, and Miss Heathcote attended the San Francisco ALA conference and Miss Morrison the Washington ALA conference.

Public service was represented by Miss Morrison's talks at PTA meetings, her organization work with the Central Montana Student Librarians and her service on the Montana State School Library Committee, appointed by the State Superintendent of Public Instruction. The head Librarian served again on two Bozeman Chamber of Commerce committees.

The Library Committee

Only one meeting was held this year, under the continuing chairmanship of Dr. Richard Froeschner. The result was a questionnaire distributed to department heads, asking in the main for their plans for development over the next 10 years, and for their assessment of the Library's adequacy in their respective fields now, and in 10 years at the present rate of development. The answers were very interesting, helpful and thought-provoking. They will help especially in justification of future budget requests.

Needs and Recommendations

Our primary need is for more space, but as the library addition is now assured, we can hold out until the fall of 1961, when this should be completed.

The perennial need of all libraries is for more funds for books, periodicals and binding and ours is no exception. We also need more staff and this we are gradually acquiring.

We had hoped to install an automatic charging system, which we badly need, but the economy-minded Legislature took care of that.

Some sort of control at the door is badly needed, but this too must now await completion of the building.

We wish it were possible to find fulltime non-professionals who would stay with us. We are largely dependent on student wives, who are satisfactory while we have them, but who are subject to the usual hazards of pregnancies and graduating husbands. We should be glad to employ older women, but in this small community it is difficult to locate those with just the qualities we need.

The staff's loyalty and hard work are a continual encouragement to the Librarian. Conditions have not always been as good as they should be, but the promise implicit in the building addition has buoyed up everyone's spirits.

Lesley M. Heathcote Librarian

APPENDIX A STATISTICS

Cataloging Statistics	
Number of volumes cataloged Number of analytics made Number of microfilms cataloged	6,893 267 12 reels
Number of cards filed Number of books recataloged or reinstated	18,736 358
New unbound continuation titles cataloged	370
Circulation Statistics	
Circulation of general books Circulation of reserve books Interlibrary loans Desk periodicals and newspapers Total circulation of desk and stack material Books borrowed from other libraries	82,853 13,936 223 <u>15,339</u> 112,351 296
Miscellaneous Statistics	
Number of periodical titles received By subscription By gift and exchange Number of newspapers Number of volumes bound	1,495 1,204 49 2,026
Exchange of duplicates with other libraries Received Sent Serials pieces checked in Mending pieces Documents checked in	395 3,043 21,209 2,350 14,535

APPENDIX B

Serial completions 1957/58 and 1958/59

American Association of Petroleum Geologists. Bulletin Bibliographia Genetica Cambridge Philosophical Society. Proceedings, Ser.A Heredity Journal of American Folklore Journal of Dairy Research Journal of Inorganic and Nuclear Chemistry Journal of Physical Chemistry Journal of Symbolic Logic Royal Society of Edinburgh. Proceedings. Ser.A Royal Statistical Society. Journal Spectrochimica Acta Speech Monographs Zeitschrift für Physik Academie des Sciences, Paris. Comptes Rendus Anatomical Record Annalen der Physik Association of Computing Machines. Journal British Journal of Haemotology Caryologia Cytologia Faraday Society. Transactions Genera Insectorum Geological Society of America. Special Papers Handbüch der mirkochemischen Methoden Handbüch der Pflanzenphysiologie Journal of Scientific Instruments Mathematische Annalen Mathematische Zeitschrift Recueil des Travaux Chimiques des Pays-Bas Revue de Mycologie Skandinavisk Aktuarie Tidskrift Société mycologique de France. Bulletin Southwestern Journal of Anthropology Tetrahedron World Oil World's poultry Science Journal Zeitschrift für Kristallographie, Kristallgeometrie, Kristallphysik, Kristallchemie Zodiaque

Zoological Record

APPENDIX C

Library Staff, as of June 1959

Lesley M. Heathcote Marjorie E. Vivian

Alice M. Ridenour

Norman D. Alexander Vivian E. Canfield Bettie Eagle Eilene M. Morrison Mrs. Constance E. Piccioni Lucy Anne Poucher Marian G. Stephens Doris E. Wilson

Librarian Associate Librarian and Head of Readers! Services Assistant Librarian and Head of Technical Services (On leave spring quarter 1959) Reference Librarian Reference Librarian (On leave spring od).) Technical Services Assistant Library Science Instructor Acquisitions Librarian Catalog-Reference Librarian

Documents Librarian

Reference Librarian

D. Ione Parker Mrs. Veris A. Wessel

Interlibrary loans and photocopy Acting first assistant in charge of Circulation (On leave 1958/59)

Mrs. Wanda Domrose Mrs. Darlene Gregg Mrs. Marion McBane Mrs. Gail Meehan Mrs. Bettye Nyman Mrs. Mary Skelton Sharon Sylvis Mrs. Joyce Thompson

Circulation Assistant Circulation Assistant Circulation Assistant Binding Assistant Bookkeeper and Order Assistant Catalog Assistant Serials Assistant Secretary

APPENDIX D

Library Committee

Dr. Richard Froeschner (Zoology-Entomology), Chairman Dr. Edward Anacker (Chemistry) H. C. Cheever (Architecture)

Dr. Eldon Dodge (Civil Engineering)

Earl Fellbaum (Education)

Dr. Harry Hausser (History, Government and Philosophy)

Lesley M. Heathcote, Librarian, and Secretary.



ANNUAL REPORT OF THE

Monthin State

COLLEGE LIBRARY

1957 - 58

4.		

ANNUAL REPORT OF THE MONTANA STATE COLLEGE LIBRARY for 1957/58

Introduction

Once again this has been a year of growth. The increasing size of the student body is shewing up the inadequacies of the building, and in order to accommodate all those who want to use it, the hours of opening will probably have to be increased in the fall. It was necessary to assign two persons to the reference desk during evening hours and on some Sundays during winter quarter. Our summer session attendance and consequent use of the Library has also grown markedly, and the hours of opening have been increased.

This year saw the completion of the main organizational change. Instead of four departments—acquisitions, catalog, circulation, reference, we now have two divisions. Readers' Services, under the Associate Librarian, Marjorie E. Vivian, comprises the circulation and reference departments. Technical Services, under the Assistant Librarian, Alice M. Ridenour, consists of the acquisitions and catalog departments. Minor changes still remain to be made, but in time we believe this arrangement will entail less overlapping and duplication of work.

Readers * Services

Both circulation and reference felt the pressure of our growing student body. The reference desk, hitherto unattended during the noon hour, was staffed at that time during the regular session, making a total of $98\frac{1}{4}$ hours of reference service a week. During winter quarter, in addition to the extra reference staffing in the evenings and on Sundays, 222 hours of additional desk help had to be provided for circulation, and about 60 additional hours of shelving help.

Our interlibrary loan work has nearly doubled since last year as to both book loans and borrowings, which are nearly the same. They now occupy half the time of one nonprofessional, in addition to the time of a reference librarian for bibliographical checking. The work of sending and receiving so much material is becoming a shipping problem and accordingly we hope next year to do what many other libraries are doing, i.c. to photo-

graph the desired article.

This year has seen the completion of the classification and cataloging of our Map collection, which, aside from the topographic sheets of the U.S. G.S., consists of 234 titles in 824 pieces. The documents librarian carried out this project and in addition she revised and consolidated the documents checklist.

In the fall, the remainder of our steel stacks were erected, and during the spring the circulation department was able to make a major shift, which spread out the collection and left open places for anticipated expansion. We estimate that these shelves will be filled within two years.

The number of reference questions answered increased by more than 600 over the year before. The circulation of general books increased by nearly 12,000 or 22%. Use of reserve books decreased, largely due to the fact that fewer volumes were placed on reserve because the faculty had been asked to revise their lists.

The preliminary evaluation of gifts is handled in the reference department, and this year we had two fair-sized gifts, one of 450 volumes from the library of the late Ernest Lauer, and the other a collection of 93 volumes of Wisconsin historical material obtained for us by Don Anderson, publisher of the <u>Wisconsin State Journal</u>. The most interesting single volume was an English dictionary dated 1689, the gift of Professor Schubert Dyche. The total number of volumes received by gift was 1,259. Several of our foreign students have given us small donations of material dealing with their own countries.

Technical Services

Our cataloger had been turning out a phenomenal amount of work for several years, but there always comes a saturation point and she had reached it. Next year we shall have to add a halftime cataloger, but for this year we were able to train one of cur assistants, who works for us six months of the year, to do some of the routine things. This work she will continue next year. The number of volumes cataloged was 6,311 or nearly 1500 more than the year before. Over 4,000 more cards were filed than the year before, and this necessitated some help from other departments. Next year the clerical help for cataloging will also have to be increased.

Our book and periodical budget was somewhat increased, although not nearly enough to keep up with the growth of the student body and the devel-

-				
	•			

opment of the curricula. We should have at least \$100,000 a year for books, periodicals and binding. During the year the remaining library functions of the Agricultural Experiment Station were brought under the Library, these being the checking in of all foreign and domestic periodicals for the Station, and the binding of these. The bookkeeping for the book, periodical and binding funds, which had formerly been in the office was consolidated in the acquisitions department. Additional part-time help had to be hired and next year a fulltime clerical will be needed to handle the binding preparation. The number of additions to the book collection by purchase, gift, exchange and binding was about one-third greater than the year before. We added about 80 titles to our periodical list, and this should greatly increase next year with a bigger budget in prospect, and the need for many more research journals for our growing graduate work.

Archives

For the last two years or so, we have been fortunate in obtaining the services of a trained archivist to sort, weed, and arrange the correspondence files of the entire College. This work was virtually completed by January 1958, and the archivist departed for another position. Most of this material has been moved into the Library. There still remain the printed or otherwise duplicated materials such as programs, Staff Bullotin, etc., but we hope to make a start on sorting and arranging this next year.

Freshman Instruction

Instruction in the use of the Library was again given through the cooperation of the English Department which allowed us the time. Our library science instructor handled this work, using slides and a tape recorder. However, she was able to persuade the English Department to allow
her to combine several sections, and the instruction was then given live,
but still using slides. This year we had to discontinue the use of problems, because the reference books were wearing out. Even though we used
earlier editions, some of these still had reference value. Unquestionably
this affects the value of the course, but it could not be helped. We can
only hope that the improvement in school libraries which, though slow, is
actually taking place, will eventually make this instruction unnecessary.

Staff

With the exception of the Archivist's resignation, the professional staff remained the same. For the last seven years or so the circulation department has been wholly staffed by non-professionals and this seems to have worked out satisfactorily except for the turnover. Most of the non-professional staff are student wives, who, though for the most part good workers, are of necessity temporary. In a town the size of Bozeman it is difficult to find older women with the necessary background for our work. When we grow larger we shall undoubtedly need a professional librarian to head the circulation work.

Our acquisitions librarian had resigned effective the end of the fiscal year and her position was filled by Mrs. Constance Piccioni, who came to us after many years of experience in all fields of library work.

Next year we plan to add one professional to the staff, who will be part-time cataloger and part-time reference librarian.

In the matter of public service, Doris Wilson served as president of the Montana State Library Association. Eilene Morrison visited a number of school libraries in line with the arrangement made by the State Department of Public Instruction to have her serve as consultant, she also spoke at several education meetings. Lesley Heathoote served as editor of the Montana Library Quarterly.

In connection with the Montana State Library Association, there were eight members on the staff, four of whom attended the annual conference in Billings in May.

Miss Morrison was a member of the Montana State Reading Council. Five members of the staff belong to the Montana Institute of the Arts, and two to the Montana State Historical Society.

Membership in the Pacific Northwest Library Association was held by nine, and appointment on the Publications Committee was held by Liss Heathcote. Alice Ridenour was chairman of the PNLA Catalog Division.

Four librarians belonged to the American Library Association and one of them attended the Fidwinter meeting. There were three members of the A.A.U. P., and one each of Phi Kappa Phi and the Agricultural History Society.

In September 1957 the College was host to a combined meeting of the Pacific Northwest and Mountain-Plains Library Associations. This was a big undertaking for so small a staff. About 300 attended.



Future Needs and Plans

Our greatest need is for a substantial addition to the library building. The situation is known to the administration and our building is second on the list of priorities. Until we get this space we cannot begin to carry out a satisfactory program of library service.

We need also to build up our collection both in the areas of our main emphases and in the areas of supporting courses. This must continue even without a building addition.

Within the Library the following studies are needed: the relation of the Library's holdings to the growth of the College curricula, and from this an acquisitions policy should be established, a cost-accounting of serials purchases; a study of interlibrary loans as an indication of the Library's acquisition needs; a study leading to a policy on mapacquisition; a study of the value of our indexing projects, with possible curtailments or additions; possible revision of the lending code, a study of the value and possible expansion of our liaison activities. We also need a library handbook for the faculty, a start has been made but that is all.

A thorough weeding of the collection is badly needed. A small start was made on the 600's two years ago but we all got bogged down with the students' demands on us.

The needs expressed above can be summarized as:

- 1. More space
- 2. More staff
- 3. More funds for books, periodicals and binding.

Lesley M. Heathcote Librarian



Statistics

Additions to the book collection	
Number of volumes purchased	3,093
Number of gifts and exchanges	749
Number of volumes added by binding	1,801
Number of Theses	$\frac{73}{5,716}$
Total accessioned volumes in Library	112,978
Number of periodical titles received	
By subscription	1,244
By gift and exchange	1,162
Number of newspapers	35
Number of volumes bound	1,335
Circulation statistics	
Circulation of general books	74,942
Circulation of reserve books	18,405
Interlibrary loans	209
Desk periodicals and newspapers	11,916
Total circulation of desk and stack material	105,472
Books borrowed from other libraries	219
Miscellaneous statistics	
Exchange of duplicates with other libraries	
Re c cived	1,398
Sont	3,827
Documents checked in (federal, state, international)	10,990
Serial pieces checked in	17,288
Cataloging statistics	
Number of volumes cataloged	6,311
Number of analytics made	245
Number of cards filed	14,916
New unbound continuation titles cataloged	255





WilsonJones. Made in U.S.A.

C447-13 Redi-Cover 78910 C447-13 RED 44712 C447-13B BLACK 44753 C447-13BL DARK BLUE 44761 C447-13J LIGHT BLUE 44760 C447-13Y YELLOW, 44710

					200	J.
			11	1	1	
				4.		
				1		21.
	4	X.	No.	A CONTRACT		
1				7.	1	
3	3.47					W
		23		th.		1
10		- 3	4	7.8	18.	
		, i				Y
			174	THE STATE OF		1
- 1		2		P		
		V.			. 9	
		3		17	11/4	7.0